



## RUNNING FOR ELECTED OFFICE

Municipal Elections Candidate's Information Packet

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August 9, 2011

Dear Candidate for Elected Office:

Thank you for your interest in running for elected office in the City of Laurel, Maryland. The General Election is scheduled for Tuesday, November 1, 2011. The **Municipal Elections Candidate's Information Packet** has been designed to provide you with the information you will need to qualify and run for elected office. There have been several changes in the election process beginning with the 2011 election cycle.

Please read the information carefully and pay particular attention to the deadlines on the calendar provided. Please understand that the deadlines are firm; no extensions will be granted. You can also visit the City's website at [www.laurel.md.us](http://www.laurel.md.us) for additional information.

If you should have any questions that are not answered in this packet, please contact the Office of the Clerk to the Board of Elections at 301-725-5300, Extension 2120 or 2121.

Sincerely,

Board of Election Supervisors  
City of Laurel, Maryland



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August 9, 2011

TO: Candidates for Mayor  
Candidates for City Council

FROM: Board of Election Supervisors

RE: 2011 Municipal Election Information and Filing Forms

Included in this packet of material is information on the City's Election Process as well as the necessary forms you need to file to qualify to be a Candidate for elected office.

Included are:

- Excerpts from the City Charter/Code relating to City Elections
- Candidates' filing forms:
- Candidate Affidavit
- Certificate of Nomination (30 signatures of qualified voters and a \$40.00 filing fee) \*
- Treasurer Appointment Form \*
- 2010 Conflict of Interest Disclosure Statement \*

*\*Forms must be filed with the Office of the Clerk to the Board of Election Supervisors to become a Candidate for elected office on or before **Tuesday, September 6, 2011 at 5:00 p.m.** If you have any questions please contact the Office of the Clerk to the Board of Election Supervisors at 301-725-5300, 2121*



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## **LAUREL CHARTER/CODE**

### **EXCERPTS RELATING TO CITY ELECTIONS**

#### **ARTICLE 300. GOVERNMENT**

##### **Sec. 301. Mayor and Council.**

The government of said City shall be vested in a Mayor and five (5) Councilmembers, to be elected as hereinafter provided.

##### **Sec. 310. City Council.**

The City Councilmembers shall be persons of known integrity, experience and sound judgment, not less than twenty-one (21) years of age, citizens of the United States, shall be registered to vote in City elections and residents of said City for the one year immediately preceding the date of their election. Each Councilmember shall hold his or her office for two (2) years from the second regular meeting after the election in November of the year of his or her election and until the qualification of his or her successor. A Councilmember shall remain a resident of the City while holding office.

##### **Sec. 350. Mayor.**

The Mayor of said City shall be a person of known integrity, experience and sound judgment, not less than twenty-five (25) years of age, a citizen of the United States, shall be registered to vote in City elections and a resident of said City for the two (2) years immediately preceding the date of his or her election. The Mayor shall hold office for four (4) years from the second regular meeting after the election in November of the year of his or her election and until the qualification of his or her successor. The Mayor shall remain a resident of the City while holding office.

#### **ARTICLE 600. REGISTRATION AND ELECTIONS**

##### **Sec. 605. Election of Mayor and Councilmembers.**

- (a)** The said qualified voters shall on the first Tuesday in November, 2011, and every four (4) years thereafter at such centrally located place or places within the said City of Laurel, as the Mayor and City Council may designate vote for one person as Mayor of said City of Laurel, to serve for four (4) years from the second regular meeting in November, 2011, subsequent to the election, and until the qualification of his successor; and the said voters shall on the first Tuesday in November 2011, and every two (2) years thereafter vote for five (5) persons as members of the City Council of Laurel, to serve for two (2) years and until their successors have qualified, one of which shall be chosen from the City At large, and two (2) from each of the two (2) wards in said City, the representatives of the wards to be domiciled in the ward each shall be chosen to represent. Each registered voter may only vote for candidates running for office in his or her respective ward, except for candidates running At-large. The Mayor and all Councilmembers shall be sworn in at the second regular meeting of the City Council following any election.
- (b)** The current terms of the Mayor and City Council, which was previously set to expire in September 7, 2010, shall, on a one-time basis, be extended for a period of fourteen (14) months to accommodate moving the election date to the first Tuesday in November, 2011. The Mayor and City Council, currently in office, shall continue to serve until November 28, 2011 or until their successors have qualified.



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## CHAPTER 6 ELECTIONS

### ARTICLE III. CAMPAIGNING AND CAMPAIGN FINANCING

#### Sec. 6-37. Additional qualifications.

- a. No person shall be deemed qualified or allowed to register as a candidate for election to any office in the City if:
  - (1) Such person is in arrears on the payment of any City taxes, or outstanding debt owed to the City unless such taxes are under active appeal.
  - (2) Said person is in violation of the City Charter/Code requirement unless under active appeal.
  - (3) Such person is in violation of any City election law and/or reporting requirements pursuant to the City Charter/Code unless under active appeal.
  - (4) In order to become a candidate, a person shall sign an affidavit that he/she is not in violation of 1, 2 or 3 above.
  - (5) The above shall be enforced by the City Board of Elections with an appeal to the City Board of Appeals (who shall hear any appeal within ten (10) days of filing of such appeal) and from there to the Circuit Court of Prince George's County, Maryland, within fifteen (15) days.
- b. All candidates shall be fully qualified registered voters in Prince George's County, Maryland.
- c. All candidates shall provide the Clerk to the City Council a valid Maryland driver's license or other State issued picture ID prior to filing for candidacy for any City elective office.
- d. Any elected official who during his or her term of office is convicted of or enters a plea of nolo contendere to any crime which is a felony, or which is a misdemeanor related to his or her public duties and responsibilities and involves moral turpitude for which the penalty may be incarceration in any penal institution, shall be suspended immediately by operation of law without pay or benefits from the elective office. During and for the period of suspension of the elected official, the Mayor and City Council shall fill any vacancy in the elective office shall appoint a person to temporarily fill the elective office, provided that if the elective office is one for which automatic succession is provided by law, then in such event the person entitled to succeed to the office shall temporarily fill the elective office. If the conviction becomes final, after judicial review or otherwise, such elected official shall be removed from the elective office by operation of law and the office shall be deemed vacant. If the conviction of the elected official is reversed or overturned, the elected official shall be reinstated by operation of Law to the elective office for the remainder, if any, of the elective term of office during which he or she was so suspended or removed, and all pay and benefits shall be restored.



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### CANDIDATE AFFIDAVIT

TO: Board of Election Supervisors

I do swear and affirm that I am a resident of the City of Laurel, Maryland, and that I meet the requirements and qualifications set forth in the Charter/Code of the City of Laurel for elected office, of which I have been provided a copy.

FULL LEGAL NAME OF CANDIDATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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PHOTO IDENTIFICATION: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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### CERTIFICATES FOR NOMINATION

The undersigned duly qualified voters of the City of Laurel, Maryland, do hereby petition the Board of Election Supervisors to place the following name(s) on the official ballot for the General Election to be held on Tuesday, November 1, 2011.

Certificates for nomination shall be signed by not less than thirty (30) duly qualified city voters, **who reside in the same ward as the candidate** running for office, except for the office of Mayor and Council, At-Large.

Mayor \_\_\_\_\_

Council - Ward 1 \_\_\_\_\_

Council - Ward 2 \_\_\_\_\_

Council - At-large \_\_\_\_\_

Certificates for Nomination can be filed with the Clerk to the City Council beginning Monday, May 9, 2011 until 5:00 p.m. on Tuesday, September 6, 2011. The Certificate for Nomination must be submitted to the Office of the Clerk along with a **filing fee of \$40.00 forty dollars.**



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CANDIDATE NAME: \_\_\_\_\_

PRINT NAMES CLEARLY

Name	Address	Signature	Ward
1.			
2.			
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### TREASURER APPOINTMENT FORM

Name of Candidate: \_\_\_\_\_

Office for which the Candidate is running:

Mayor  
Council, Ward 1  
Council, Ward 2  
Council, At-Large  
(Please circle one)

Name of Appointed Treasurer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

Date: \_\_\_\_\_

#### FOR TREASURER ONLY:

I accept the appointment until the final campaign fund report required by the Laurel City Code is filed, or until my successor is duly chosen and qualifies as provided by law.

I understand that I am required to follow the provisions of the Laurel City Code with regard to the manner in which this organization receives, spends and reports money or valuable things on behalf of the candidates, principles, or propositions.

I understand that all campaign materials must contain an authority line bearing my name as required by the Laurel City Code.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Treasurer



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EXCERPT

CITY OF LAUREL

## UNIFIED LAND DEVELOPMENT CODE

### DIVISION 7. SIGNS AND ADVERTISING STRUCTURES

#### **Section 20-17.4. Regulation by zones.**

(a) Signs permitted in all zones.

(4) Non-illuminated political signs not to exceed six (6) square feet per signs in residential zones, and twenty (20) square feet in commercial, industrial, and all other zones. Such signs must be removed within seven (7) days following an election or referendum. Political signs may be placed only on private property and only with the permission of the property owner.

All political signs shall be supported by posts or uprights furnished by the installer of said sign and in no case will signs be supported by power poles, telephone poles, fences or fence posts, trees or any other structure not furnished specifically for the particular sign.

#### **NOTICE**

All signs erected in the public right-of-way will be removed without notice.

**ALL CAMPAIGN SIGNS MUST NOTE AN AUTHORITY LINE**