

Regular Meeting

Agenda Item #	4
Meeting Date	September 28, 2015
Prepared By	Jessie Carpenter City Clerk
Approved By	Suzanne R. Ludlow City Manager

Discussion Item	Second Reading Ordinance Providing for the November 3, 2015 City Election
Background	<p>Before each Takoma Park election, the City Council adopts an ordinance setting forth the election procedures for the upcoming election. Much of the information in the ordinance simply restates the requirements of the City Charter and Code. The ordinance also incorporates details specific to the upcoming election.</p> <p>First reading of the ordinance was held on September 15. Since that time, staff has received confirmation that the Ward 5 voting location has been approved by the Montgomery Parks Department. A temporary polling place for early voting will be set up on the lot along Sligo Creek Parkway near Houston and Kennebec Avenues on Saturday, October 31, from 10:00 a.m. to 4:00 p.m.</p> <p>The complete early voting schedule is as follows:</p> <ul style="list-style-type: none"> • Wednesday, October 28, 2:00 p.m. – 8:00 p.m. at the Community Center • Thursday, October 29, 2:00 p.m. – 8:00 p.m. at the Community Center • Friday, October 30, 2:00 p.m. – 8:00 p.m. at the Recreation Center, 7315 New Hampshire Avenue • Saturday, October 31, 10:00 a.m. – 4:00 p.m. at Sligo Creek Parkway and Houston/Kennebec Avenues (in the parking lot by Sligo Creek Stream Valley Park) • Sunday, November 1, 12:00 p.m. – 6:00 p.m. at the Community Center <p>The payment amounts for election judges and ballot counters in the ordinance has been corrected to reflect the decisions made by the Board of Elections. They should have been listed as:</p> <ul style="list-style-type: none"> ○ Election Day Judges: \$225 ○ Early Voting Judges: \$70 ○ Election Evening Closers: \$30 ○ Election Night Ballot Counters: \$40
Policy	Takoma Park Code and Charter
Fiscal Impact	\$15,000 is included in the FY 2016 budget for the election.
Attachments	Election Ordinance

Recommendation	Consider and vote on the ordinance at second reading.
Special Consideration	

Introduced by: Councilmember Male

First Reading: September 15, 2015

Second Reading:

Effective Date:

CITY OF TAKOMA PARK, MARYLAND

**ORDINANCE NO. 2015-44
(2015 Takoma Park City Election)**

WHEREAS, Section 606(a) of the City Charter provides that an election shall be held on the first Tuesday after the first Monday in November in odd-numbered years for the election of a Mayor and six Councilmembers; and

WHEREAS, the City Charter, in Section 607, states that the Council has the power to provide by Ordinance for the conduct of City elections generally and shall designate a convenient polling place, the manner of holding City elections, and the voting system to be used for the City election.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND:

SECTION 1. The City Clerk shall call a Nominating Caucus of qualified voters of the City of Takoma Park for the nomination of candidates for Mayor and Councilmembers on Tuesday, September 29, 2015, at 7:30 p.m., in the Takoma Park Community Center – Sam Abbott Citizens’ Center, 7500 Maple Avenue, Takoma Park, Maryland; said Nominating Caucus to be conducted as follows:

- A. Nominations of candidates for City Council shall be taken in the following order: Ward 6, Ward 4, Ward 2 , Ward 1, Ward 3, Ward 5. This order was determined by a random drawing conducted at the City Council meeting on September 8, 2015.
- B. Nominations of candidates for Mayor shall be taken after City Councilmember nominations are closed.

SECTION 2. A City Election shall be held at the Community Center on Tuesday, November 3, 2015 for the purpose of electing a Mayor and six Councilmembers, as follows:

- A. The polls shall be open from 7:00 a.m. to 8:00 p.m.
- B. The Mayor shall be elected at large and one Councilmember for each ward shall be elected by the voters of that ward only;
- C. Votes shall be cast in the City Election by paper ballots;
- D. An instant runoff voting system shall be used to allow voters to rank candidates in

order of choice;

- E. Absentee voting shall be permitted and available to all eligible voters as set forth in Title 5, Elections, Chapter 5.20, Absentee Voting, of the Takoma Park Code; and
- F. If necessary, an individual shall be permitted to cast a provisional ballot as set forth in Title 5, Elections, Chapter 5.22, Provisional Ballots, of the Takoma Park Code.

SECTION 3. Section 609 of the City Charter provides that early voting locations, days, hours and mechanisms shall be established for all elections. For the November 3, 2015 City Election, early voting shall begin on October 27 and end on November 1. The format for early voting will be substantially the same as if voting on Election Day. Days and locations of early voting shall be as follows:

- A. On Wednesday, October 28, early voting will be available at the Takoma Park Community Center from 2:00 p.m. to 8:00 p.m.
- B. On Thursday, October 29, early voting will be available at the Takoma Park Community Center from 2:00 p.m. to 8:00 p.m.
- C. On Friday, October 30, early voting will be available at the Takoma Park Recreation Center, 7315 New Hampshire Avenue, from 2:00 p.m. to 8:00 p.m.
- D. On Saturday, October 31, early voting will be available at a location in Ward 5 from 10:00 a.m. to 4:00 p.m.
- E. On Sunday, November 1, early voting will be available at the Takoma Park Community Center, from 12:00 noon to 6:00 p.m.

SECTION 4. The City Clerk shall provide paper ballots for the City Election and sufficient voting stations for use by voters. Pursuant to Chapter 5.16, Section 5.16.020 of the City Code, the names of candidates for Mayor, arranged alphabetically, shall appear first on all ballots, followed by the names of candidates for Councilmember, arranged alphabetically, with each ward ballot displaying the names of candidates for that ward only. The name of any candidate nominated at the Nominating Caucus who, within three days of the Nominating Caucus, files a written declination of candidacy with the City Clerk shall not appear on the ballot.

SECTION 5. If any eligible person registers as a write-in candidate for Mayor or Councilmember in accordance with Section 605 of the City Charter, then the City Clerk shall arrange to have her/his name posted in the appropriate voting booth(s) for the purpose of identifying her/him as a candidate for office.

SECTION 6. The City Clerk shall arrange for a space on the ballot for write-in votes.

SECTION 7. The City Clerk shall include on all ballots any advisory referendum question

so adopted by resolution passed by a majority of the Council pursuant to Section 612 of the City Charter. Any advisory referendum question shall appear last on all ballots, after the names of the candidates for Mayor and Councilmember.

SECTION 8. Notice of the Nominating Caucus and the City Election shall be published in the Takoma Park Newsletter and at least once in the Washington Post Montgomery Edition during the two weeks prior to September 29, 2015. In addition, a specimen ballot, showing the arrangement of the candidates' names, offices, Councilmember wards, and any advisory referendum questions which will appear on the City Election ballot, shall be published in the Takoma Park Newsletter preceding the election.

SECTION 9. The City Clerk shall supply voter lists bearing the names and addresses of all eligible voters, as certified by the Montgomery County Board of Elections, and shall supply such lists to the Board of Elections on election day. The voter information for all voters registered thorough the City Clerk's office shall be incorporated into the voter lists.

SECTION 10. Eligible Takoma Park residents may register up to and including the day of the election, pursuant to Section 603 of the City Charter.

SECTION 11. Members of the Takoma Park Board of Elections shall serve as Election Judges and shall recommend to the Council the names of additional persons to be designated as Election Judges for the 2015 City Election. The judges shall be appointed by resolution of the City Council. Pursuant to Section 607(B) of the City Charter, any vacancy in the list of judges occurring between their appointment and the election shall be filled by the Mayor.

SECTION 12. Election Judges and other election workers will receive payment as follows:

A. Election Judges receive a stipend of \$225 for working the full day of the election. Such judges must attend training and be available the night before the election for set up.

B. Early voting judges shall receive a stipend of ~~\$75~~70 for each six-hour early voting session worked.

C. Election closers ~~and ballot counters~~ receive a stipend of \$30.

~~D. 60 if performing both functions. Those serving as ballot counters will only receive a stipend of \$30~~40. ~~Closers and counters must attend training and participate with closing out the election and the counting of ballots.~~

SECTION 13. Following the closing of the polls, the Election Judges shall ensure the secrecy of the ballot, correct counting of votes, the tabulating and recording of votes by ward for or against any candidate or question, and the prompt reporting of election returns after the official closing of the polls.

SECTION 14. In each contest, the candidate receiving a majority of votes shall be declared

elected. If no candidate receives a majority of first choices, the Election Judges shall conduct an instant runoff consisting of additional rounds of ballot counting as set out in Section 606(e) through 606(h) of the City Charter. Instructions provided to voters shall conform substantially to the specifications of Section 606(c) of the City Charter.

SECTION 15. The Board of Elections shall meet in the Community Center – Sam Abbott Citizens’ Center on Wednesday, November 4, 2015, and shall determine and certify the results of the election to the Council, as provided in City Charter Section 613.

SECTION 16. The Council shall hold a Special Meeting in the Community Center – Sam Abbott Citizens’ Center at 7:30 p.m. on Wednesday, November 4, 2015, to receive the certification of the election results from the Board of Elections.

SECTION 17. This Ordinance shall become effective upon adoption.

Adopted this _____ day of September, 2015 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

Revisions made to the ordinance since first reading are shown by ~~strikeout~~ for deletions and underlining for additions.