



**City of Takoma Park, Maryland
NOMINATING CAUCUS**

Tuesday, September 29, 2015

7:30 p.m. – Auditorium

Takoma Park Community Center – Sam Abbott Citizens' Center

All participants in the Nominating Caucus should stop by the CHECK-IN TABLE to receive credentials to participate in the meeting. Only qualified Takoma Park voters may nominate a candidate or second a nomination, or make a motion or vote on a motion at the meeting.

Please Note: In accordance with Takoma Park Charter Sec. 604(b), nominations for Mayor or Councilmember require at least one nomination and one second.

AGENDA

- 1. Call to Order (7:30 p.m.)**
- 2. Statement of Purpose and Order of Procedure**
- 3. Selection of Secretary for the Meeting**
The Chair will request a motion to select Marilyn Abbott as secretary for the meeting. Ms. Abbott is the Chair of the Board of Elections.
- 4. Announcement of the Order of Nominations**
- 5. Nomination of Candidates for City Council in the Following Order:**

Ward 6, Ward 4, Ward 2, Ward 1, Ward 3, Ward 5
- 6. Nomination of Candidates for the Office of Mayor**
- 7. Special Non-Partisan Brief Announcements (Election Forums, Voter Registration Events)**
- 8. Adjournment**

(See notes to participants on the back of this form.)

SEPTEMBER 29, 2015 - NOMINATING CAUCUS

NOTES TO PARTICIPANTS

In order to expedite the meeting, please observe the following:

- 1. Arrive early enough to check your registered voter status at the check-in table and receive credentials to participate in the meeting. The table will open at 7:00 p.m. You will be asked to state your name, address, and month and day of birth. If you are not yet registered to vote, you may register at this time.**
- 2. You will be presented a confirmation card as verification that you have pre-checked your registration and are eligible to place a name in nomination or second a nomination.**
- 3. If you are nominating or seconding the nomination of a candidate for mayor, you must be a registered voter at an address in the City of Takoma Park.**
- 4. If you are nominating or seconding the nomination of a candidate for city council, you must be a registered voter at an address in his or her ward.**
- 5. Use the microphone at the podium when you speak. State your name and address before speaking.**
- 6. Please limit your remarks to three (3) minutes.**
- 7. Participation is limited to voters of the city, and in the case of council nominations, to voters of the ward from which the councilmember is nominated.**

ADA Compliance Notice

The City of Takoma Park is committed to ensuring that individuals with disabilities are able to fully participate in public meetings. Anyone planning to attend a City of Takoma Park public meeting or public hearing, and who wishes to receive auxiliary aids, services, or accommodations is invited to contact Emily Cohen at 301-891-7266 or EmilyC@takomaparkmd.gov at least 48 hours in advance.