CITY OF COLLEGE PARK
MUNICIPAL ELECTIONS
NOVEMBER 3, 2015

ELECTION HANDBOOK

CITY OF COLLEGE PARK, MARYLAND
NOVEMBER 3, 2015 ELECTION

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GENERAL ELECTION INFORMATION

A non-partisan City election for the offices of Mayor and eight District Councilmembers will be held on Tuesday, November 3, 2015. The Mayor is elected at large. Two District Councilmembers are elected from each of the four election districts in the City.

Voter Registration:

The last day to register to vote in the November 3, 2015 City election is Tuesday, October 6, 2015. Voter registration is handled by the Prince George's County Board of Elections. In order to be eligible to vote in this City election, you MUST be registered to vote with Prince George's County at your current College Park address by 4:30 p.m. on Tuesday, October 6, 2015. To check your registration status with the County, call the Prince George's County Board of Elections at 301-341-4300, or visit Maryland Board of Elections. Voter Registration Forms are also available at any City building or any Maryland Motor Vehicle Administration office.

Poll Locations and Hours:

Polls are open on November 3, 2015 from 7:00 a.m. – 8:00 p.m. There are two polling locations in the City:

Districts 1 and 4:	**Districts 2 and 3:**
Vote At:	Vote At:
Davis Hall	City Hall
9217 51st Avenue	4500 Knox Road

Absentee Voting

To be eligible to vote by absentee ballot, a registered voter must meet one of the following qualifications:

- May be absent on election day from the City;
- Because of accident, illness or physical disability, will be unable to go to the polling place on election day;
- Because of confinement in or restriction to an institution, will be prevented from going to a polling place on election day;
- Because of a death or serious illness in the voter's immediate family, will be unable to go to the polling place on election day; or
- Is a full-time student at an institution of higher education located outside the City, and academic requirements prevent the voter from going to the polling place on Election Day.

Between August 1 and October 27, 2015 an application for an absentee ballot may be picked up at City Hall (4500 Knox Road) or downloaded here. Applications are reviewed by the College Park Board of Election Supervisors and if approved, a ballot will be mailed to the voter. Ballots will be mailed on or after October 5. The voter must return the voted ballot to City Hall using the ballot envelope that is provided, no later than Tuesday, November 3. Absentee ballots are counted on Wednesday, November 4.

Emergency Absentee Ballots:

From October 28 to November 3, 2015 a voter who is eligible to vote by absentee ballot (see above) may apply for an emergency ballot in person at City Hall (4500 Knox Road) from 9:00 a.m. to 5:00 p.m. The voter may vote on-the-spot, or can return the voted ballot to City Hall using the ballot envelope that is provided, no later than Tuesday, November 3. Emergency absentee ballots are counted on Wednesday, November 4.

RUNNING FOR OFFICE

Elected Officials:

The College Park City Council consists of the Mayor, who is elected at-large, and eight district Councilmembers, two from each of the four Council districts in the City. All seats are up for election on November 3, 2015. The City of College Park operates as a council-manager form of government which is the system of local government that combines the political leadership of elected officials (the Mayor and City Council), with the managerial experience of an appointed local government manager (the City Manager). The council-manager form establishes a representative system where all power is concentrated in the elected council and where the council hires a professionally qualified manager to oversee the delivery of public services.

The College Park City Council meets on Tuesday nights in the Council Chambers at City Hall. The first and third Tuesdays of the month are Worksessions; the second and fourth Tuesdays are Regular Business Meetings. Meetings usually begin at 7:30 p.m. The City Manager, City Clerk, City Attorney, and certain senior staff members regularly attend City Council meetings.

The Mayor receives $10,500 per year as salary, and each Councilmember receives $7,000 per year as salary, payable on a monthly basis.

Candidacy:

1. Qualifications for office:
   At the time of taking office (December 8, 2015), the Mayor shall have attained the age of 18 years, and each member of the Council shall have attained the age of 18 years. Each elected official must be a citizen of the United States, a resident of the State of Maryland and registered voter in the State of Maryland and have been a registered voter in the City for at least one year immediately preceding the date of election and shall continuously reside in the City during his/her term of office; each district Council member must reside in the district from which he/she is elected; and each officer shall retain throughout his/her respective term of office all the qualifications necessary for his/her election, and the failure to retain all of such qualifications shall ipso facto cause a forfeiture of office.

2. Procedures:
   Candidacy packets with all pertinent election information will be posted on the City's website on August 1, 2015. Copies also may be obtained from the City Clerk's Office, 4500 Knox Road, College Park, MD, 20740 with advance notice. Candidates who obtain the candidacy packet from the City website may wish to notify the City Clerk's office of their interest so that we are able to advise all potential candidates of any changes in regulations or requirements pertaining to the election.

   Any qualified person interested in running for Mayor shall file a petition containing the request of at least 80 persons, consisting of not less than 20 qualified voters from each of the four Councilmanic Districts. Any qualified person interested in running for Councilmember from a district shall file a petition containing the request of at least 25 qualified voters in his/her district.

   In addition to the candidacy petitions, a candidate must also file:
   1) Authorization of Candidacy, 2) Appointment and Acceptance of Treasurer, and 3) Financial Disclosure Statement Form #2 For Candidates.

   Please note that your name must be written the same way that you are registered with the Prince George's County Board of Elections on all of the forms that you submit.

3. Deadlines:
   The deadline for filing all forms pertaining to candidacy is Friday, September 18, 2015 at 4:00 p.m. The signed originals of the following forms shall be submitted to the City Clerk's office, 4500 Knox Road, College Park, Maryland 20740:

   Required Forms:
   - Petition For Candidacy
   - Authorization Of Candidacy
   - Appointment And Acceptance Of Treasurer
   - Financial Disclosure Statement Form #2 For Candidates

Optional Forms:

- Appointment And Acceptance Of Officers For Political Committee (if applicable)
- Authorization of Electronic Filing/Campaign Finance Reports (if desired)

Petitions and other forms turned in on Friday, September 18, will not be reviewed until after the close of business that day, so we encourage you to submit your forms early so that you will have time to correct any deficiencies.

Board of Election Supervisors:

Every two years, the Mayor and Council of the City of College Park appoint a Board of Election Supervisors (BOES) to oversee City elections. The BOES conducts the election, tallies the ballots and certifies the results. The BOES reviews and validates:

- Candidacy petitions
- Authorization of Candidacy form
- Appointment of Treasurer form
- Campaign Finance Reports

For information about candidacy requirements or any of the forms mentioned above, you may contact a member of the BOES:

John Robson	Chief Supervisor	301- 277-5367 boeschief@collegeparkmd.gov
Terry Wertz	District 1	301-345-0049
Mary Katherine Theis	District 2	301-982-5827
Janet Evander	District 3	301-927-9114
Maria Mackie	District 4	301-935-6110

The BOES is supported by the City Clerk's Office, and the City Clerk is authorized to receive for the BOES all petitions, forms, notices, and reports that are required.

Ethics Commission:

There is also a Council-appointed Ethics Commission that is responsible for review of the Financial Disclosure Form. For questions about the Financial Disclosure Form, please contact:

Ed Maginnis	Ethics Commission Chairman	301-785-0139 Ed.maginnis@gmail.com

Election Rules and Regulations:

Rules and regulations pertaining to City elections are found at various places in the City Code, City Charter and State Code.

Requirements placed on candidates are found in the following City and State laws:

- Charter of the City of College Park, Article III, Mayor and Council
- Charter of the City of College Park, Article IV, Voting and Elections
- Code of the City of College Park, Chapter 34, Elections
- Code of the City of College Park, Chapter 38, Code of Ethics
- Code of the City of College Park, Chapter 141-7, Signs or advertisements
- Annotated Code of Maryland, Local Government, Municipalities, §4-108.2

General laws, rules and regulations pertaining to elections can be found here:

- Code of the City of College Park, Chapter 30, Council Districts
- Code of the City of College Park, Chapter 110, Fees and Penalties
- Registration and Election Laws of Maryland 2013 (published by the State Board of Elections)

Candidates Seminar:

The Board of Election Supervisors and Ethics Commission jointly host a candidate's seminar to review election and ethics regulations and answer questions pertaining to candidacy and elections. This seminar will be held in the Council Chambers of City Hall on Wednesday, September 2, 2015 at 7:00 p.m.

CRITICAL DATES AND FILING DEADLINES

City Of College Park - November 3, 2015 Municipal Election		
1	***Wednesday, September 2, 2015, 7:00 p.m.*: Ethics and Election Law Seminar For Candidates** Council Chambers, City Hall, 4500 Knox Road, College Park, MD 20470	
2	***No later than Friday, September 18, 2015 by 4:00 p.m. signed originals of the following forms must be filed. (NOTE: No petition, which is received on the final day of petition submission, will be reviewed until the close of business on that day.)***	**Code Reference**
	Petition For Candidacy	Charter: C4-5
	Authorization Of Candidacy	Charter: C4-5
	Appointment And Acceptance Of Treasurer	Code: 34-11A
	Appointment And Acceptance Of Officers For Political Committee	Code: 34-11B
	Financial Disclosure Statement Form #2 For Candidates	Code: 38-15
	Authorization of Electronic Filing/Campaign Finance Reports (if desired)	34-15A
3	***Tuesday, September 29, 2015 by 4:00 p.m.:***	
	Withdrawal Of Candidacy. Notify the City Clerk's Office in writing if you wish to withdraw your candidacy	Charter C4-5 E
4	***No earlier than Tuesday, September 29, 2015 and no later than 4:00 p.m. Wednesday, October 14, 2015:***	
	Initial Campaign Finance Report. This report must include all contributions received and expenditures made up to the time of filing. If Electronic Filing has been authorized, this report may be submitted by email to this address only: election@collegeparkmd.gov. If this report is late and is not filed by 4:00 p.m. on October 17, 2015, the candidate is considered to have withdrawn his/her candidacy and forfeited his/her right to office.	Code: 34-15A(1) 34-16A
5	***On Sunday, October 25, 2015 or Monday, October 26, 2015, no later than 4:00 p.m.:***	
	Pre-Election Campaign Finance Report. This report must include all contributions received and expenditures made since the last report was filed. If Electronic Filing has been authorized, this report may be submitted by email to this address only: election@collegeparkmd.gov. If this report is late and is not filed by 4:00 p.m. Friday, October 29, 2015, the candidate is considered to have withdrawn his/her candidacy and forfeited his/her right to office.	Code: 34-15A(1) 34-16A

6	***Must be filed after the election, but no later than 4:00 p.m. on November 17, 2015:***	
	Post-Election Campaign Finance Report. This report shall include all contributions received and expenditures made since the last report was filed. If Electronic Filing has been authorized, the Post-Election report may be submitted by email to this address only: election@collegeparkmd.gov	Code: 34-15A(2)
7	***July 1, 2016 and every July 1 thereafter by 4:00 p.m. until the campaign has a zero balance:***	
	Subsequent Campaign Finance Reports. Subsequent reports must be filed, if after the Post-Election report, the campaign has (a) a cash balance, or (b) additional contributions are received or expenditures made, or (c) unpaid bills or a deficit remains.	Code: 34-15A(3)

MISCELLANEOUS		
CAMPAIGN FINANCE REPORTS – LATE FEE	A late fine of $25.00 per day is assessed for each day a Campaign Finance Report is late.	Code: 110-2
NOTICE OF LATE REPORTS	Ten days after a report-filing deadline, the City Clerk must report the names of any and all candidates who have been late in filing the required reports.	Code: 34-15C(1)
NOTICE OF CAMPAIGN FINANCE REPORTS DUE	Ten days before the report-filing deadline, the City Clerk shall send a written notice to all candidates and treasurers to remind them of Post-Election and Subsequent reporting requirements.	Code: 34-15A(4)
DEADLINE FOR VOTER REGISTRATION	Last day to register to vote with Prince George's County Board of Elections is Tuesday, October 6, 2015.	Charter: C4-2D
ELECTION DAY	November 3, 2015 Polls open - 7:00 a.m. to 8:00 p.m.	Charter: C3-5
ABSENTEE BALLOTS	Wednesday, November 4, 2015 – 4:00 p.m. Election Supervisors to open Absentee Ballots – City Hall, 4500 Knox Road, College Park, MD 20740	
CHALLENGER'S AND WATCHER'S CERTIFICATE	A Challenger or Watcher has the right to enter the polling place one half-hour before the opening of the polls.	Annotated Code of Maryland §10-311
OFFICIAL ELECTION REPORT	The Board of Election Supervisors will report the official election results on Tuesday, November 10, 2015.	
RESIGNATION OF TREASURER	Complete form immediately and file if a treasurer resigns during the course of the campaign or prior to the satisfactory filing of all required financial reports. The candidate or political committee must immediately appoint a new treasurer.	Code: 34-11C
INAUGURATION	Tuesday, December 8, 2015 at 7:30 p.m.	

Pertinent Sections Of The City Charter And City Code Have Been Cited Where Applicable.

CAMPAIGN FINANCE REPORTING

City rules and details pertaining to Campaign Finance Reports are found in Section 34-15 of the City Code.

Reports and Deadlines:

- *Initial Campaign Finance Report*: Due no earlier than September 29, 2015 and no later than 4:00 p.m., October 14, 2015

- *Pre-Election Campaign Finance Report*: Due on Sunday, October 25, 2015 or Monday, October 26, 2015, no later than 4:00 p.m.

- *Post-Election and/or Final Campaign Finance Report*: Must be filed after the election, but no later than 4:00 p.m. on November 17, 2015.

- *Subsequent Campaign Finance Report(s):* If there is a balance in the account in the Post-Election report, a Subsequent Campaign Finance Report must be filed the following July 1, and every July 1 thereafter, by 4:00 p.m. until the campaign has a zero balance.

Three formats:

For your convenience, Campaign Finance Reports are available in three formats:

- Paper
- Fillable PDF
- Excel Spreadsheet

How to File**:**

Campaign Finance Reports should be submitted to the City Clerk's office, 4500 Knox Road, College Park, Maryland 20740. Campaign Finance Reports may be submitted to the Clerk's office by fax (301-699-8029) only in order to meet a deadline, but the original of the form still must be submitted shortly thereafter.

Electronic Filing of Campaign Finance Reports can be arranged by completing and submitting the "Authorization of Electronic Filing/Campaign Finance Reports" form by the filing deadline. If Electronic Filing has been authorized, these reports must be submitted by email from the authorized e-mail address to: election@collegeparkmd.gov .

No other election forms may be submitted by email.

Instructions on how to complete Campaign Finance Reports are included on the form itself. If you have questions, please contact the Chief of the Board of Election Supervisors. Once submitted, forms will be reviewed by the BOES. If there are any questions or errors, you will be contacted. Approved Campaign Finance Reports will be posted on the City's website.

NEW State Reporting Requirements:

In accordance with the requirements of the Annotated Code of Maryland, candidates for elected office are required to submit filed campaign finance reports to the State Board of Elections within 10 days of the date the report is due to the City. The state law reads:

> **"If a municipality requires candidates in a municipal election to file campaign finance reports, within 10 days after the filing deadline, each candidate in the municipal election shall submit to the State Board of Elections a copy of the campaign finance report that was filed by the candidate."**

You may submit your report by mail or email to the State Board of Elections:

Jared Demarinis
Director of Candidacy and Campaign Finance
151 West Street, Suite 200
Annapolis, MD 21401
410-269-2840 x 2853
Jared.demarinis@maryland.gov

How Do I Close Out An Account If There Are Funds Remaining?:

Surplus funds may be disbursed as follows:

- Returned to the contributors on a pro rata basis
- Paid to the City treasury
- Donated to a charitable organization (as designated by the IRS)

Your Campaign Finance Report must properly reflect the disposition of funds.

Do I Need a Treasurer?

Yes, everyone must designate a Treasurer. However, if you do not accept donations (other than volunteer campaign help) from anyone other than yourself and your spouse, you may appoint yourself as your own Treasurer. If you will be accepting money or anything of value from anyone else, you must appoint an independent Treasurer.

CAMPAIGN SIGNS AND OTHER POLITICAL MATTER

Campaign Signs

1. **On Private Property and Commercial Property:** Campaign Signs may be placed on Private Property or on Commercial Property only with the permission of the Property Owner.

2. **On City-owned Rights-Of-Way:** Signs on City-owned rights-of-way are regulated by Section 141-7 of the City Code:

   §141-7. Signs or advertisements.
   It shall be unlawful for any person to post or allow to be posted in any manner on any public street or thoroughfare within the City limits any form of advertisement for any type of event or campaign without notifying and obtaining permission from the City Public Services Department. Political signs or other political matter may not be posted more than 45 days prior to an election (September 20, 2015). Such material must be removed within 48 hours after the event or election (November 3, 2015).

   To Contact the Public Services Department: Call 240-487-3570 or send an e-mail to "CampaignSigns@collegeparkmd.gov". Your email should include the name of the candidate and your contact information.

3. **On County and State Roads:**
   Certain roadways within the City are state- or county-owned roads which may have additional requirements and/or regulations regarding campaign signs. In addition to notifying the City's Director of Public Services, you may want to contact the appropriate state or county agency before placing campaign signs on the following roads:

   State Roads: Route 193 (Greenbelt Road)
   US Route 1 (Baltimore Avenue)
   Campus Drive

   County Roads: Cherry Hill Road
   Metzerott Road
   Paint Branch Parkway
   Rhode Island Avenue (North of Greenbelt Road only)
   River Road

Attribution Statements

All political matter, including signs, must have an attribution statement. Details may be found in Section 34-17 of the Code of the City of College Park.

1. What is Political Matter?

Simply stated "Political Matter" is advertising pertaining to one or more candidates or to an election issue. Among other things, it includes any written, printed, telephonic or electronic communication. Section 34-17 of the City Code provides a full description, but the most common forms of political matter are flyers, brochures, yard signs, websites or other electronic communication or other matter intended to influence the outcome of the election. Normal newsletters published by elected officials that do not directly mention any persons' candidacy or ballot issue are not considered campaign matter.

2. How should the attribution read?

For Campaign Signs that clearly show the Candidate's name, a statement such as:

"Authorized by John Doe, Treasurer"
"Paid for by Candidate"
"Paid for by Citizens for Good Government"

For printed matter, more information is required, for example:

"Paid Political Advertisement, Authorized by John Doe, Treasurer"
"Paid Political Advertisement, Authorized by Jane Smith, Candidate"

3. What About Electronically Distributed Political Matter?

In the event Political Matter is distributed through an electronic media (such as email, social networks, blogs, micro-blogs, email subscription lists, and websites) and it is not feasible to comply with the attribution requirements due to size or other restrictions, then the communication must allow the viewer to click on a link to access a home, landing page or other site that does display the information required in Section 34-17 of the Code. Otherwise, the matter must comply with the attribution standards for printed material.

4. What about "Robocalls"?

Pre-recorded telephone voice systems that transmit political matter must, at the beginning of the message, clearly identify the individual, candidate, political committee, business or other entity initiating the call, and shall state clearly during or after the message the telephone number or address of the call's authorizer.

FREQUENTLY ASKED QUESTIONS

--FOR CANDIDATES--

1. **Where Do I Turn In My Candidacy Petitions?**
   Completed petitions and other forms for candidacy should be submitted to the City Clerk's Office, 4500 Knox Road, Monday through Friday, 8:00 a.m. to 4:00 p.m. (240-487-3501). The Board of Election Supervisors will review your submitted material (usually within one business day) and contact you.

2. **As a Candidate, I am required by the Ethics Code to file my Financial Disclosure Form with the Ethics Commission. How do I do that?**
   When the City Clerk receives your packet of completed forms, your Financial Disclosure Statement will be reviewed for document conformance by the Board of Election Supervisors, and then forwarded to the Ethics Commission for their compliance review.

3. **Can I Submit One Candidacy Petition for Councilmember and Another for Mayor?**
   Yes, you may submit petitions for two offices. However, you must notify the Board of Election Supervisors, in writing, of the office for which you wish to stand for election prior to 4:00 p.m. on Friday, September 18. If both petitions are valid and you fail to select, you will be disqualified from running for either.

4. **May I send in my forms by fax or email?**
   - Originals of the Candidacy Petitions, Authorization of Candidacy, Appointment of Treasurer and Financial Disclosure Statement forms that are due by September 18 at 4:00 p.m. must be submitted to the City Clerk's office by the due date.

   - Campaign Finance Reports may be submitted to the Clerk's office by fax (301-699-8029) only in order to meet a deadline, but the original of the form still must be submitted within a reasonable amount of time thereafter. Only Campaign Finance Reports may be submitted by email, and only if the "Authorization of Electronic Filing" form has been previously filed. The only email address that Campaign Finance Reports may be sent to is election@collegeparkmd.gov .

5. **Where Can I Get Voter Lists?**
   Voter lists and labels can be purchased from the Prince George's County Board of Elections (301-341-7300).

6. **Where Can I Electioneer on Election Day?**
   Electioneering within 300 feet of the entrance to the polls is generally prohibited. There is one designated area at each polling location where electioneering within 300 feet is allowed. All candidates will be provided with a sketch showing the locations once the ballot has been finalized.

7. **When are the Ballots Counted?**
   The ballots are unofficially counted after the polls close on Election Day. Counting for all Districts takes place at City Hall. The official count is conducted at 4 PM the following day. The official count includes absentee ballots and validated provisional ballots. The public may attend both counts.

8. **I would like a List of Absentee Ballot Requestors. When Will It Be Available?**
   The Board does not release such lists until there have been a sufficient number of absentee ballots requested. In a District with very few requests a list may not be made available at all, in order to assure that the secrecy of an absentee voter's ballot is maintained.

9. **Do I Need a Treasurer**?
   Yes. However, if you do not accept donations, other than volunteer campaign help, from anyone other than yourself and your spouse, you may appoint yourself as your own Treasurer. If you will be accepting money or anything of value from anyone else, you must appoint an independent Treasurer.

10. **As a Candidate, Should I Form a Political Committee?**
    A political committee may only contribute (spend) $250 on any candidate. So if you form a "Friends of Mary Smith" political committee it can only spend $250 in the election cycle. As a candidate with an appointed Treasurer, you may collect and spend up to $250 from each contributor.

11. **I am a current elected City official. What should I know about campaigning while also holding office?**
Candidates may not use a City email address for campaign related matters.

The City Ethics Commission issued an advisory opinion that addressed the question of whether incumbent candidates for office may distribute their City-supplied business cards with their campaign literature. Their conclusion states, "…incumbent candidates for City office must not distribute their official, City-provided business cards in connection with mass distributions of campaign materials or during campaign activities such as door-to-door canvassing or public campaign appearances."

Once an incumbent has publicly indicated his or her intention to seek reelection, whether or not official papers have been submitted, he or she is considered a candidate. In order to keep a "level playing field" among all candidates, certain privileges afforded a Councilmember are not afforded a candidate. For example, use of a meeting room at a City building free of charge, or having the City copy material for a neighborhood meeting, would not be approved. For further clarification, please contact the City Clerk.

12. **Can I begin campaigning for office before I've submitted the required documents and have had them accepted/approved?**
Yes, you may begin campaigning for the current election whenever you wish. The submission and approval process ensures that you meet the City Code requirements to be elected to office.

13. **Do all campaign documents need an original signature?**
All documents associated with the initial qualification for office must be original documents with an original signature. Campaign Finance Reports must be original documents with original signatures unless the "Authorization for Electronic Filing" has been previously submitted. In this case, typed signatures are acceptable on a Campaign Finance Report that is properly submitted by email.

FREQUENTLY ASKED QUESTIONS

--FOR VOTERS--

1. **Some Students Say They Were Told That as Long as They Live *Anywhere* on Campus They Don't Need to Change Their Address to Be Able To Vote in City Elections. Is This True?**
   For County, State, and Federal elections this is true, but NOT for City elections. The Campus and student housing are located in different City Council Districts, each with its own ballot. If a student moves within a District on Campus, (say they move from Ellicott Hall to Easton Hall, both of which are in District 4) they would be able to vote. However, if they moved from Ellicott Hall to South Campus Commons 1, they would have changed Districts. Unless they change their voting address with the Prince George's County Board of Elections by October 6, they will be ineligible to vote in the City election.

2. **Does the City have early voting?**
   No, College Park does not offer early voting.

FORMS

1. **Petition for Candidacy – Mayor**
2. **Petition for Candidacy – Councilmember**
3. **Authorization of Candidacy – Mayor**
4. **Authorization of Candidacy – Councilmember**
5. **Appointment and Acceptance of Treasurer for Candidates**
6. **Appointment and Acceptance of Treasurer for a Political Committee**
7. **Financial Disclosure Statement (Form #2) for Candidates with Instructions**
8. **Authorization of Electronic Filing of Campaign Finance Reports**
9. **Campaign Finance Report**
10. **Resignation of a Treasurer for Candidates AND/OR Resignation of a Treasurer for a Political Committee**
11. **Challengers and Watchers Certificate**

PETITION FOR CANDIDACY - MAYOR
City of College Park, Maryland

Date:_____

To the College Park Board of Election Supervisors:

We, the qualified voters of the City of College Park, Maryland, propose _____
(Name as registered with Prince George's County Board of Elections)

as a candidate for the office of MAYOR of the City of College Park, Maryland in the Municipal Election to be held on November 3, 2015.

Notice to Signers: By signing this petition, you agree that the above-named person should be placed on the ballot as a Mayoral candidate in the November 3, 2015 election. To the best of your knowledge, you are registered to vote in the City of College Park and are eligible to have your signature counted for petition purposes.

WITNESS OUR SIGNATURE	DIST	ADDRESS (PLEASE PRINT)
Signature: Print:		
Signature: Print:		
Signature: Print:		
Signature: Print:		
Signature: Print:		
Signature: Print:		
Signature: Print:		
Signature: Print:		
Signature: Print:		
Signature: Print:		

* Regular Election: Minimum of eighty (80) signatures, with at least twenty (20) signatures from each election district, are required.
* Special Election: Minimum of sixty (60) signatures, with at least fifteen (15) signatures from each election district, are required.

PETITION FOR CANDIDACY - COUNCILMEMBER
City of College Park, Maryland

Date: _____

To the College Park Board of Election Supervisors:

We, the qualified voters of District _____ of the City of College Park, Maryland, propose

_____ as a candidate for the office of District _____ Councilmember of
(Name as registered with Prince George's County Board of Elections)
the City of College Park, Maryland in the Municipal Election to be held on November 3, 2015.

Notice to Signers: By signing this petition, you agree that the above-named person should be placed on the ballot as a District _____ Councilmember candidate in the November 3, 2015 election. To the best of your knowledge, you are registered to vote in the City of College Park and are eligible to have your signature counted for petition purposes.

WITNESS OUR SIGNATURE	ADDRESS (PLEASE PRINT)
Signature: Print:	
Signature: Print:	
Signature: Print:	
Signature: Print:	
Signature: Print:	
Signature: Print:	
Signature: Print:	
Signature: Print:	
Signature: Print:	
Signature: Print:	

*Regular Election: Minimum of twenty-five (25) signatures are required from your district.
*Special Election: Minimum of twenty (20) signatures are required from your district.

AUTHORIZATION OF CANDIDACY - MAYOR
City of College Park, Maryland

I, _____, seek the office of
(Complete name as Registered with the Prince George's County Board of Elections)
MAYOR in the November 3, 2015 Municipal Election of the City of College Park, Maryland. I certify that at the time of taking office I shall have attained the age of 18 years, be a citizen of the United States, be a resident of the State of Maryland and shall have been a registered voter in the City for at least one year immediately preceding the date of election and shall continuously reside in the City during my term of office.

_____ _____
Candidate's Signature **Date**

_____
Residence Address (Number and Street, Apartment/Suite)

_____
City, State, and Zip Code

_____
Public Phone Number **(Will be made available to the public)**

_____
Daytime Phone **(For use by office staff only)**

_____
Evening/Alternate Phone **(For use by office staff only)**

_____
E-mail Address

AUTHORIZATION OF CANDIDACY – DISTRICT ____COUNCILMEMBER
City of College Park, Maryland

I, _____, seek the office of
(Complete name as Registered with the Prince George's County Board of Elections)
COUNCILMEMBER, DISTRICT _____ in the November 3, 2015 Municipal Election of the City of College Park, Maryland. I certify that at the time of taking office I shall have attained the age of 18 years, be a citizen of the United States, be a resident of the State of Maryland and shall have been a registered voter in the City for at least one year immediately preceding the date of election and shall continuously reside in the City during my term of office.

_____ _____
Candidate's Signature **Date**

_____
Residence Address (Number and Street, Apartment/Suite)

_____
City, State, and Zip Code

_____
Public Phone Number **(Will be made available to the public)**

_____
Daytime Phone **(For use by office staff only)**

_____
Evening/Alternate Phone **(For use by office staff only)**

_____
E-mail Address

APPOINTMENT AND ACCEPTANCE OF TREASURER
FOR CANDIDATES
CITY OF COLLEGE PARK, MARYLAND

PLEASE PRINT

CANDIDATE:

_____ _____

Complete Name of Candidate
(Name as registered with Prince George's County Board of Elections)

Office Sought
(Mayor) or (Council, District _____)

1A. Pursuant to Article III, Section 34-11, paragraph A(2): I declare that I will serve as my own treasurer. I do not intend to accept contributions in furtherance of my election from anyone other than myself or my spouse.

_____ _____

Date Signature (Candidate Acting As Own Treasurer)

1B. Pursuant to Article III, Section 34-11A: I appoint the following as my TREASURER:

_____ _____

Full Name of Treasurer Daytime Phone

_____ _____

Residence Address (Number and Street, Apartment/Suite) Evening/Alternate Phone

_____ _____

City, State, and Zip Code E-mail Address

2. Treasurer's Acceptance of Appointment:

I accept the appointment of Treasurer for the above-named candidate until the final Campaign Finance Report required by Section 34-11A is filed, or until my successor is duly chosen. I understand that if I wish to resign as treasurer, I must do so in writing, on the proper form, and file the resignation with the City Clerk's Office for the Board of Election Supervisors.

I understand that I am required to follow the provisions of Section 34-15, Campaign Finance Reports, with regard to the manner in which I report campaign-related contributions and expenditures (cash and/or in-kind).

Date_____ _____

Signature of Treasurer

3. Candidate:

I understand that I am required to follow the provisions of Section 34-15, Campaign Finance Reports, with regard to the manner in which I report campaign-related contributions and expenditures (cash and/or in-kind).

Date_____ _____

Signature of Candidate

FOR OFFICE USE ONLY

Received _____ By_____

Date City Clerk's Office

Received:_____ By_____

Date Board of Election Supervisors

This form must be filed with your petition for candidacy.

APPOINTMENT AND ACCEPTANCE OF TREASURER
FOR A POLITICAL COMMITTEE
CITY OF COLLEGE PARK, MARYLAND

PLEASE PRINT

Organization and Candidate:

_____ _____
Full Name of Organization Date Committee Formed

_____
Name of Candidate(s) Or Ballot Issue

Principal Officers and Steering Committee: (Per Section 34-11B)

Name	Address

If additional space is needed, continue on the back of this form or attach another sheet.

1. Pursuant to Article III, Section 34-11B, we appoint the following as the Committee's Treasurer:

_____ _____
Full Name of Treasurer Daytime Phone

_____ _____
Residence Address (Number and Street, Apartment/Suite) Evening/Alternate Phone

_____ _____
City, State, and Zip Code E-mail Address

_____ _____ _____
Date Signature - Principal Officer Title of Principal Officer

2. Treasurer's Acceptance of Appointment for Political Committee:
I accept the appointment as Treasurer for the above stated Organization until the final Campaign Finance Report required by Section 34-11B is filed or until a successor is duly chosen. I understand that if I wish to resign as treasurer, I must do so in writing, on the proper form, and file the resignation with the City Clerk's Office for the Board of Election Supervisors.

I understand that I am required to follow the provisions of Section 34-15, Campaign Finance Reports, with regard to the manner in which this organization reports campaign-related contributions and expenditures (cash and/or in-kind).

_____ _____
Date Signature of Treasurer

FOR OFFICE USE ONLY

Received _____ By_____
Date City Clerk's Office

Received _____ By_____
Date Board of Election Supervisors

CITY OF COLLEGE PARK ETHICS COMMISSION
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

A MESSAGE TO THOSE WHO ARE REQUIRED TO FILE DISCLOSURE STATEMENTS

Please read the instructions carefully and be sure to provide all information requested for each interest you disclose on your statement. If you have any questions about the application of the Law, you may contact the City Ethics Commission. Some schedules on the statement may require knowledge regarding whether an entity does business with the City. You may access that information by contacting the City Clerk's Office. If you have a question about a particular entity or need other assistance in completing the form, do not hesitate to contact the City Ethics Commission through the City Clerk's Office.

Financial disclosure statements are public records that may be examined or copied by the public. At the top of the form we have provided a place for you to check if you want the Commission to notify you of the names and addresses of any persons who have examined or copied your statement.

Thank you for your cooperation.

GENERAL INSTRUCTIONS

A. Persons Required to File Form #1 and #2 Statements

City Elected officials or candidates for office as City elected officials are required to file this financial disclosure statement.

B. When to File.

1. A person holding an office, for which a financial disclosure statement is required, must file **on or before April 30th each year during that person's term in office. The reporting period is the immediately preceding calendar year**.

2. A person who does not have a current financial disclosure statement on file and who is appointed to fill a vacancy in a position or office for which a statement must be filed, shall file a statement **within 30 days** after appointment **for the previous calendar year**.

3. If a person in a position requiring disclosure **leaves the position** after January 1 but prior to filing the regular annual statement due April 30th, he or she must file the **annual statement** (covering the preceding calendar year), plus an **additional termination statement covering the part of the current year served**. You must file your termination statement **within 60 days of leaving your position**.

4. **This paragraph applies only to candidates for office as a City official.** A candidate for nomination or election to City office must file the statement with the Board of Elections Supervisors and the Ethics Commission **for the calendar year immediately preceding the year in which the Authorization of Candidacy is filed, and for the current calendar year in which the Authorization of Candidacy is filed (i.e. January 1 through date of filing) together with that person's Authorization of Candidacy**. In each calendar year subsequent to the year in which the Authorization of Candidacy is filed, except in the year of the election, a statement covering the preceding calendar year shall be filed with the Ethics Commission on or before April 30th. In the year of the election, a statement covering

the preceding calendar year shall be filed on or before April 30th or the last day for the withdrawal of candidacy, whichever is earlier. A candidate who fails to file a required statement and is provided written notice from the election board of the default shall be deemed to have withdrawn the candidacy if the statement is not filled within 20 days of receipt of the notice.

C. Where to File and Where to Get Forms.

1. Forms are available at the City Clerk's Office. You should return completed forms to the City Clerk, who will forward them to the City's Ethics Commission.

2. **This paragraph applies only in an election year.** A person filing this statement as a candidate for nomination or election to office must file the statement with the City's Board of Election Supervisors and with the Ethics Commission through the City Clerk's office.

D. Glossary of Terms

1. Attributable Interest.

The law provides that certain property and business interests not directly held by a person may be attributed to him or her and must be reported on the financial disclosure statement. The circumstances under which attribution occurs are as follows:

a. If you owned greater than a 3% equity interest in any business entity during the reporting period and that business entity holds a property or business interest which, if you owned directly, you would be required to report on Schedule A, B, or C, the interest is attributable to you and you must report it on the appropriate Schedule. This limited attribution does not reduce or affect in any way the requirement for disclosure on Schedule A of real property held by a partnership even if the filer holds less than a 3% interest in the partnership.

b. If your spouse or child holds a property or business interest which you would have to report on Schedule A, B, or C, if you owned it directly, and if you exercised direct or indirect control over that interest at any time during the reporting period, the interest is attributable to you and must be reported on the appropriate Schedule.

c. If at any time during the reporting period you (a) held a reversionary interest in a trust or estate or (b) were the beneficiary of a trust or estate or (c) were the settler of a revocable trust, then any interest held by the trust or estate which you would have to report on Schedule A, B, or C, if you owned it directly, it is attributable to you and must be reported on the appropriate Schedule. For purposes of this attribution provision, you are a beneficiary of a trust if you are a current income beneficiary, either receiving income or currently entitled to receive income, or if you have a current ownership or other interest in the corpus of the trust. Beneficiaries of an estate include immediate beneficiaries of an estate even if it is not settled. A trust, within the meaning of this section, does not include a common trust fund or a trust which forms part of a pension or profit-sharing plan that has more than 25 participants.

2. Unknown Information.

The law requires you to disclose interests and information "if known" for the calendar year for which the required statement is to be filed. If you claim not to know information requested on the form, state "unknown" in response to that question on the statement. Information in the public records or otherwise obtainable is not "unknown," and must be reported.

3. Blind Trust

A filer having an interest relating to a blind trust should contact the Commission about the filing requirements.

FORM INSTRUCTIONS

Identifying Information

If you wish to be notified if anyone requests to see your financial disclosure statement, check the appropriate box at the top of the page. Print or type your **complete name** and **address** where you can be sent correspondence. Please include your email address, if you have one.

Regular annual reports or reports by new officials will cover from January 1 through the last day of the **preceding calendar year**. Termination reports will cover from the first day of the current calendar year until your last day in your position.

Signature and Affirmation

You **must file the financial disclosure statement under oath or affirmation**, and willful and false filing is **subject to the penalties of perjury** as provided in § 9-101, Criminal Law Article, Annotated Code of Maryland. All forms filed **must therefore be signed and dated under oath or affirmation**. The Commission will not consider your financial disclosure statement to be filed until it is so signed and dated.

SCHEDULE A. Real Property

Real property held by the filer or by a partnership, limited liability partnership, or limited liability company **in which the filer has an interest** must be disclosed, if it is held at any time during the reporting period. You must report real property whether it is located **in or outside of Maryland**. Partnership property must be disclosed, without regard to the extent of the filer's interest in the partnership. **You must also report any interest you have in leasehold property, for example, property in which you are tenant, including business offices and personal residences. You must report your personal residence if it is owned directly by you, attributable to you or rented by you.** Note also that all appropriate information (e.g., date, seller, etc.) must be reported for land you own whether or not you have constructed improvements on it.

Schedule A deals with real property interests only; do not report here your interests in business entities. If real property held by an entity is attributable to you, or is a partnership, limited liability partnership, or limited liability company property, list the real property on this Schedule. Report your interest in the entity on Schedule B, C, or H (whichever is appropriate) if it falls within the reporting requirements of those Schedules.

Please answer the Questions 1 through 11c as appropriate. The Ethics Law requires for each property to be disclosed that you give the location, the type of property, the nature and extent of your interest, the identity of other persons holding an interest in the property, encumbrances, date and manner of acquisition, the identity of the person from whom you acquired the property, and the nature and amount of consideration. Additionally if you transferred the property during the calendar year, the name of the person to whom you transferred the property, the portion of interest transferred and the amount of consideration received is required to be disclosed.

SCHEDULE B. Interests in Corporations/Partnerships

Report **all interests in any corporation, partnership, limited liability partnership or limited liability companies** held by you during the reporting period, **whether or not the entity did business with the City**. You are not required to disclose interests in nationally traded mutual funds or IRS qualified trusts (such as a 401(a), 401(k), or 403(b) plans) or 529 college savings plans.] Examples of frequently disclosed items on this schedule are corporate stocks, corporate bonds, partnerships, and interests in mutual funds (**not** the individual holdings of the mutual funds). The filer must determine whether the plan in which they participate meets the requirements for exemption from disclosure. (See definition of “interest” in glossary of terms.)

Please answer the Questions 1 through 8C as appropriate. The Ethics Law requires for each interest to be disclosed that you give the name and address of the entity, the nature and extent of your interest, the amount of the interest, other interests held in the entity, and any encumbrances or conditions. The number of shares may

be disclosed in ranges (0-100, 101-250, 251-500, over 500). If in a non-publicly traded entity or LLP or LLC, you may report the range of your estimated ownership percentage (less than 1%, 1-5%, 6-10%, or over 10%).

Additionally, if the interest was acquired during the calendar year, the date and manner of acquisition, the identity of the person from whom you acquired the interest, and the nature and amount of consideration will need to be disclosed. **If the acquisition solely consists of an addition to an existing, publicly traded corporate interest acquired by dividend or dividend reinvestment is less than $500, you need not provide any additional information.**

Finally, if you transferred the interest during the calendar year, the name of the person to whom you transferred the interest (if known), the portion of interest transferred and the amount of consideration received.

SCHEDULE C. Interests in Non-Corporate Business Entities

Report all interests in any **non-corporate business entity** not disclosed on Schedule B **that did business with the City**. A sole proprietorship, other than a partnership, is the type of entity that is included on this Schedule.

Please answer the Questions 1 through 6C as appropriate. The Ethics Code requires for each interest in any non-corporate business entity doing business with the City that you give the name and address of the entity, the nature and extent of your interest, the amount (or range) of the interest, other interests held in the entity, and any encumbrances or conditions. Additionally, if the interest was acquired during the calendar year, the date and manner of acquisition, the identity of the person from whom you acquired the interest (If it was purchased by you or on your behalf in an open market transaction as in the case of publicly traded securities, state "unknown, market transaction"):, and the nature and amount of consideration will need to be disclosed.

Finally, if you transferred the interest during the calendar year, the name of the person to whom you transferred the interest (if known), the portion of interest transferred and the amount of consideration received.

SCHEDULE D. Gifts

You must report **each gift in excess of $20 in value**, or **a series of gifts from any one person totaling $100 or more**, received by you at any time during this reporting period or by any other person at your direction, **from or on behalf of,** directly or indirectly, any **person who does business with the City or is regulated by the City, or is registered or required to register as a lobbyist by the Ethics Code** for each gift, answer Questions 1 through 4. Generally, gifts received by members of your immediate family will be considered as gifts received by you for reporting purposes. You should note if the gift was received by a spouse or dependent child.

The following gifts need not be reported:

1. Gifts received from your spouse, domestic partner, children and parents.

2. Political campaign contributions regulated in accordance with the provisions of the Elections Law or any other provision of City law regulating the conduct of elections or the receipt of political campaign contributions. Contributions to legal defense funds are generally considered to be gifts under the Ethics Law.

SCHEDULE E. Offices, Directorships, Salaried Employment, and Similar Interests

List on this schedule the name and address of the principal office of each business entity doing business with the City in which, at any time during the reporting period, you or a member of your immediate family (spouse, domestic partner and dependent children) held an office, directorship, salaried employment, or similar interest. Also list any other similar interests (such as being a partner) held by you or a member of your immediate family during the reporting period, and not otherwise disclosed on this Schedule, in any business entity doing business with the City. For example, the presidency of a corporation or a partnership in a law firm should be reported, as should employment as an engineer in a consulting firm that is a partnership. For each office, directorship, and employment to be disclosed, answer Questions 1 through 6.

SCHEDULE F. Debts

Report all **debts you owed** during the reporting period **to any entity doing business with the City**. The City Clerk maintains a list of entities doing business with the City. **Exclude retail credit accounts** (which includes store and bank charge accounts). You must, however, include installment loans, mortgages, car loans, or other time-fixed **liabilities owed to an entity doing business with the City.**

Please answer Questions 1 through 7 for each debt to be disclosed. The Ethics Law requires that you identify the person or entity to whom the debt is owed, the date the debt was incurred, the terms of payment of the debt, the amount of the debt owed as of the last day of the calendar year, the extent to which the principal amount of the debt increased or decreased during the calendar year, and a description of any security given for the debt. Additionally, if this transaction resulted in a debt being owed by your spouse or dependent child, you need to identify your spouse and/or child and describe the transaction.

SCHEDULE G. Family Members Employed by the City

Please answer Questions 1 through 3 as appropriate listing all members of your **immediate family (spouse, domestic partner and dependent children**) who were **employed by the City in any capacity at any time during the reporting period**. Include the name of the agency where employed.

SCHEDULE H. Employment and Business Ownership

Please answer Questions 1 and 2 as appropriate listing the **name and address of any places of employment and of business entities** wholly or partially owned by you, your spouse, domestic partner or a dependent child, and **from which income was earned during the reporting period whether or not the entity did business with the City**. For example: salaried employment, individual consulting activities, private practices, and business activities involving income-producing real property. **With regard to dependent children, you need report only earned income from employment or an interest in a business entity if that employment or business entity was regulated by the City.**

SCHEDULE I. Other

You may use this Schedule for any interest or transactions you have not been required to disclose on Schedule A through H but wish to disclose. This Schedule may also be used to further explain any prior entry.

****Alternate formats will be provided upon request for persons with disabilities**

COLLEGE PARK ETHICS COMMISSION

FINANCIAL DISCLOSURE STATEMENT - FORM #2 CANDIDATES IN THE NOVEMBER 3, 2015 ELECTION

This form must be filed by all persons who wish to qualify as candidates for City elected office. Form #2 must be filed with the City Clerk at the same time as the Authorization of Candidacy is filed, and in any event no later than 4:00 p.m. on September 18, 2015.

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

Instructions:

1. Fill in the preliminary information requested in the box below. Reporting Period: January 1 through September 18, 2015 *and* January 1 through December 31, 2014.

2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation.

PLEASE PRINT OR TYPE

FIRST NAME	INITIAL	LAST NAME
CURRENT ADDRESS *(WHERE YOU CAN BE SENT CORRESPONDENCE)*		
OFFICE FOR CANDIDACY		
E-MAIL ADDRESS		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by State Government Article, Title 15, Subtitle 6 of the Maryland Public Ethics Law and the City's Ethics Code 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 I.

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: _____

Date:_____

Name: _____ Date: _____

Instructions:

Check the proper block to Questions A through I. Do not leave any questions unanswered. If you check "Yes" to any question be sure to complete the corresponding Schedule.

Caution: ***Please read all instructions on accompanying instruction sheet including all definitions, before completing this form.***

		YES	NO
A. I held interests during reporting period in real property located in or outside Maryland. (If "Yes," complete Schedule A.)	**A.**	○	○
B. I held interests during reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule B.)	**B.**	○	○
C. I held interests in a non-corporate business entity which did business with the City, other than a partnership. (If "Yes", complete Schedule C.)	**C.**	○	○
D. I received gifts during reporting period from persons doing business with the City, regulated by the City, or registered or required to register as lobbyists. (If "Yes," complete Schedule D.)	**D.**	○	○
E. I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the City. (If "Yes," complete Schedule E.)	**E.**	○	○
F. I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to persons doing business with the City. (If "Yes," complete Schedule F.)	**F.**	○	○
G. A member of my immediate family was employed by the City during reporting period. (If "Yes," complete Schedule G.)	**G.**	○	○
H. I or a member of my immediate family received a salary or was sole or partial owner of a business entity other than the City from which earned income was received, during the reporting period. (If "Yes," complete Schedule H.)	**H.**	○	○
I. Is additional information set forth on Schedule I? (If "Yes," complete Schedule I.)	**I.**	○	○

FOR USE BY CITY OFFICES ONLY

Received:_____ By:_____
Date City Clerk's Office

Received: _____ By:_____
Date Board of Election Supervisors

Sent to the Ethics Commission: Date: _____ Staff Member: _____

Name: _____ Date: _____

Schedule A – Real Property Interests

Do you have any interest (**as an owner or a tenant**, including interests in time shares) in real property in Maryland or in any other state or country?

☐ Yes

☐ No (Go to Schedule B)

<u>If Yes</u>; (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): _____

   Unimproved (vacant lot): _____

3. Is the interest held directly by you or is it attributable to you? (See Paragraph D of Instructions for definition of "Attributable.")

   Direct_____ 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_____

   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? (Example: mortgages, liens, contracts, options, etc.)

   ☐ Yes

   ☐ No

   <u>If yes</u>, what is/are the name(s) of the lender(s), creditor(s), lien holder(s), etc?

7. What date was the property acquired? _____

Name: _____ Date: _____

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 was given when the property was acquired? (Dollar amount paid or, if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property)

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

☐ Yes

☐ No

<u>If Yes</u>;

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

11.B. What consideration did you receive for the interest: _____

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

If you have any additional interests in real property in Maryland, any other state or any other country, please use additional sheet(s), if necessary, and respond to each above question for each such entry.

Name: _____ Date: _____

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 whether or not the entity did business with the City?

☐ 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 directly by you or is it attributable to you? (See Paragraph D of Instructions for definition of "Attributable.")

   Directly:_____ 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 and its dollar value or the number of shares? (Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.) If in a non-publicly traded entity or LLP or LLC, report the percentage of ownership.

   Type: _____

   Dollar Value of Shares: _____ or Number of Shares: _____

   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 <u>acquire</u> an interest in the entity during the reporting period?

   ☐ Yes
   ☐ No

Name: _____ Date: _____

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 was given when the interest was acquired? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property):

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. What consideration did you receive for the interest in the entity? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property):

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

If you have additional interests in corporations or partnerships, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Name: _____ Date: _____

Schedule C – Interests in Non-Corporate Business Entities Doing Business with the City

Do you have an interest in any non-corporate business entity (i.e. a sole proprietorship) that did business with the City during the reporting period?

☐ Yes

☐ No (Go to Schedule D)

<u>If Yes;</u> (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 directly by you or is it attributable to you? (See Paragraph D of Instructions for definition of "Attributable.")

Direct: _____ Attributable: _____

3. Do you hold the interest solely or is it jointly held with another?

Solely: _____ Jointly:_____

3.A. If jointly, the percentage of your joint interest: _____%

3.B. Dollar value of your interest in the entity: $_____ or _____

Percentage of your interest in the entity: _____%

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 <u>acquired</u> during the reporting year?

☐ Yes

☐ No

<u>If Yes;</u>

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 was given when the interest was acquired? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property):

Name: _____ Date: _____

6. Did you transfer any of your interest during the reporting period?

☐ Yes

☐ No

<u>If yes;</u>

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

6B. What consideration did you receive for the interest in the entity? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property):

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

If you have additional interests in sole proprietorship(s) that did business with the City during the reporting year, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Name: _____ Date: _____

Schedule D – Gifts

During the reporting period, did you receive any gift(s), directly or indirectly, in excess of a value of $20 or a series of gifts from the same donor with a cumulative value of $100 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 the official's or employee's immediate family, another child, or a parent of the individual, do not need to be disclosed.

☐ Yes

☐ No (Go to Schedule E)

<u>If Yes</u>; (Answer each question below. A separate Schedule D 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, book, 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 use additional sheet(s), if necessary, for any additional entries.

Name: _____ Date: _____

Schedule E – Officers, Directorships, Salaried Employment and Similar Interests

During the reporting period, did you or any member of your immediate family (spouse, domestic partner or dependent child) have any salaried employment or hold any office or directorship with an entity that did business with the City?

☐ Yes

☐ No (Go to Schedule F)

<u>If Yes</u>; (Answer each question below. A separate Schedule E 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, 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 the City, registered under the lobbying law, or involved with sales and contracts with the City)

If necessary, please use additional sheet(s) for any additional entries.

Name: _____ Date: _____

Schedule F – 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 the City? **[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 F with regard to that indebtedness.]**

☐ Yes

☐ No (Go to Schedule G)

<u>If Yes</u>; (Answer each question below. A separate Schedule F 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. If debt existed during the reporting period but was paid in full at the end of the period, put $0. $_____

5. Did the principal of the debt increase _____or decrease _____ during the reporting period, and by how much? $_____

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 use additional sheet(s) for any additional entries.

Name: _____ Date: _____

Schedule G – Family Members Employed by the City

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

☐ Yes

☐ No (Go to Schedule H)

<u>If Yes</u>; (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 department that employed the member of your immediate family?

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

If necessary, please use additional sheet(s) for any additional entries.

Name: _____ Date: _____

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? 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.

☐ Yes

☐ No (Go to Schedule I)

<u>If Yes</u>; (Answer each question below. A separate Schedule H will be required for each member of the immediate family who had employment or ownership of a business entity.)

1. If, during the reporting period, you or a member of your immediate family had employment from which you or they earned income, list the relation, name, and address of the employment.

   Name: _____

   Relationship: _____

   Name of Employer: _____

   Address: _____

   City/State/Zip: _____

2. If, during the reporting period, you or a member of your immediate family wholly or partially owned any business entity from which income was earned, list the relation, name and address of the business entity.

   Name: _____

   Relationship: _____

   Name of Business Entity: _____

   Address: _____

   City/State/Zip: _____

If necessary, please use additional sheet(s) for any additional entries.

Name: _____ Date: _____

Schedule I – Other

Is there any additional information or interest you would like to disclose?

STANDARDS OF CONDUCT

The City of College Park Ethics Law includes standards of conduct applicable to financial disclosure filers and City employees and appointed officials. The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the City, and procurement specifications assistance restrictions. The Law provides for exceptions and exemptions under certain circumstances.

Filers wanting more detailed information about these requirements should contact the City Ethics Commission.

PRIVACY NOTICE

The Public Ethics Law (State Government Article, Title 15), Annotated Code of Maryland) and the City Ethics Code require the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Law. The information may be disclosed to any requesting person, including officials of State, local or federal government, who record their name and address, and this record will be provided to the filer upon request. The subject has the right to review, correct and amend the record.

AUTHORIZATION OF ELECTRONIC FILING
FOR CAMPAIGN FINANCE REPORTS (34-15A)
CITY OF COLLEGE PARK, MARYLAND

PLEASE PRINT

CANDIDATE OR POLITICAL COMMITTEE:

_____ _____
Complete Name of Candidate or Political Committee — Election Date
(Candidate name as registered with Prince George's County Board of Elections)

Campaign Finance Reports are authorized to be submitted by the Treasurer to the Board of Elections Supervisors from the following e-mail address:

_____
Treasurer's Name

_____
Treasurer Primary e-mail address (Print Clearly)

_____
Treasurer Alternate e-mail address (Print Clearly)

Date_____ _____
Signature of Candidate or Political Committee Principal Officer

Note: Only Campaign Finance Reports may be submitted electronically and only if this authorization has been filed and verified prior to the report due date. This authorization allows Campaign Finance Reports to be submitted from the e-mail address(es) designated above to election@collegeparkmd.gov. Reports filed from any e-mail address other than those specified above will not be recognized. This authorization cannot be filed electronically.

FOR OFFICE USE ONLY

Received _____ By_____
Date — City Clerk's Office

E-mail Address Verified by: _____ Date: _____

Received _____ By_____
Date — Board of Election Supervisors

CAMPAIGN FINANCE REPORT
CITY OF COLLEGE PARK, MARYLAND
NOVEMBER 3, 2015 ELECTION

(See Section 34-15B of the Code of the City of College Park for contents of this report.)

FILING INFORMATION: If Electronic Filing is authorized and used, these reports must be submitted by email, from the authorized email address, to: election@collegeparkmd.gov. Please check one box:

☐ Initial Campaign Finance Report: No earlier than September 29, 2015 and no later than 4:00 p.m., October 14, 2015. If this report is late and is not filed by 4:00 p.m. on October 17, 2015, the candidate is considered to have withdrawn his/her candidacy and forfeited his/her right to office.

☐ Pre-Election Campaign Finance Report: On Sunday, October 25, 2015 or Monday, October 26, 2015, no later than 4:00 p.m. If this report is late and is not filed by 4:00 p.m. Friday, October 29, 2015, the candidate is considered to have withdrawn his/her candidacy and forfeited his/her right to office.

☐ Post-Election Campaign Finance Report: Must be filed after the election, but no later than 4:00 p.m. on November 17, 2015.

☐ Post-Election/Final Campaign Finance Report: Must be filed after the election, but no later than 4:00 p.m. on November 17, 2015. No further contributions are anticipated and there is neither a cash balance nor a deficit.

☐ Subsequent Campaign Finance Report(s): July 1, 2016 and every July 1 thereafter by 4:00 p.m. until the campaign has a zero balance.

Complete Name of Candidate: _____

Candidate for which Office: _____

Address of Candidate: _____

Under the penalty of false statement provided under the City Code, I declare that I have examined this report and to the best of my knowledge and belief, it is true, correct, and complete.

_____ _____
Signature of Treasurer Date

_____ _____
Signature of Candidate Date

FOR OFFICE USE ONLY

Received: _____ By: _____
Date City Clerk's Office

Received: _____ By: _____
Date Board of Election Supervisors

Approved: _____ By: _____
Date Board of Election Supervisors

In accordance with the requirements of the Annotated Code of Maryland, candidates for elected office are required to submit filed Campaign Finance Reports to the State Board of Elections within ten (10) days after the report due date. You must email or mail a copy of your filed report to: jared.demarinis@maryland.gov; State Board of Elections, Jared Demarinis, Director of Candidacy and Campaign Finance, 151 West Street, Suite 200, Annapolis, MD 21401.

Campaign Finance Report continued on next page.➔

Name of Candidate: _____

Date of Election: **November 3, 2015**

Contributions [1]			
Date	**Name and Address of Contributor**	**Cash or In- Kind Contribution**	**$ Value**
	(Leave blank if this is first report).	Total Contributions From Previous Report	
		Total Contributions:	

[1] A list of all contributions of any kind in furtherance of the candidate's election by the candidate himself or, with the knowledge of the candidate, by any other person or groups of persons.

Note: Donations "In-kind" should be shown as both Contributions and Expenditures.

Expenditures [2]			
Date	**Name of Person/Business to Whom Expenditure Made**	**Purpose**	**$ Value**
	(Leave bank if this is first report).	Total Expenditures From Previous Report	
		Total Expenditures:	

[2] A list of all expenditures of any kind and nature in furtherance of the candidate's election by the candidate himself or, with the knowledge of the candidate, by any other person or groups of persons.

Contribution – Expenditure Summary	
Total Contributions:	
Total Expenditures:	
Cash Balance or (Deficit):	

RESIGNATION OF A TREASURER FOR A CANDIDATE
OR
RESIGNATION OF A TREASURER FOR A POLITICAL COMMITTEE
CITY OF COLLEGE PARK, MARYLAND

Pursuant to section 34-11C of the Code of the City of College Park, Maryland, I hereby resign as:

TREASURER FOR _____
Name of Political Committee

OR

TREASURER FOR _____
Name of Candidate

as of _____, 20____, and I hereby certify that pursuant to that resignation I have returned all records relating to the above named candidate or political committee and that the final campaign fund report required by Section 34-15 (a), (b), and (c) of the Code of the City of College Park, Maryland, has been filed or my successor has been duly chosen and qualifies as provided by law.

_____
Signature of Resigning Officer

_____
Printed Name of Resigning Officer

_____
Date

FOR OFFICE USE ONLY

Received _____ By_____
Date City Clerk's Office

Received _____ By_____
Date Board of Election Supervisors

CHALLENGER'S AND WATCHER'S CERTIFICATE
CITY OF COLLEGE PARK

TO THE CITY OF COLLEGE PARK ELECTION JUDGES:

This is to certify that _____, a registered voter, has been
(Name of Challenger/Watcher)

designated by _____ to act as Challenger and
(Name of Candidate or Political Committee)

Watcher for the **November 3, 2015** City of College Park Municipal Elections, for District

_____.

_____ _____
Date Signature of Candidate or Officer for Political Comm.

_____
Office Sought or Name of Organization

A challenger or watcher has the right to enter the polling place one half-hour before the opening of the polls. However, if a majority of the election judges present find that the presence of the challengers or watchers in a polling place before it opens will prevent the timely opening of the polling place, the judges may direct all challengers or watchers to leave the polling place. Election judges are not required to admit to a polling place before the opening of the polls any challenger or watcher who was not present at the polling place at least one-half hour before its opening. A challenger or watcher has the right to enter or be present at a polling place at any time the polls are open, and may remain in the polling place until the returns are completed.

It is unlawful for any challenger or watcher to inquire or ascertain for which candidate any voter intends to vote, or has voted, or to converse in the polling place with any voter or to assist any voter in the preparation of his ballot or in the operation of the voting machine. Any challenger or watcher who violates the restrictions of this paragraph may lawfully be ejected by the judges and is subject to the punishment provided for in this article.

Annotated Code of Maryland §10-311