

**City of College Park  
Special Election  
District 2**

**Sunday, November 8, 2020**



**ELECTION HANDBOOK**

**CITY OF COLLEGE PARK, MARYLAND  
SPECIAL ELECTION – DISTRICT 2  
ELECTION HANDBOOK  
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## 1. GENERAL ELECTION INFORMATION

A Special Election for the office of District 2 Councilmember will be held on Sunday, November 8, 2020 from 9:00 a.m. to 6:00 p.m. This election will fill the vacancy created by the resignation of Councilmember P. J. Brennan. Information about the candidates who are running for office and a sample ballot will be available in early October and will be posted on the City website.

### Council District 2:

- A detailed [election district map](#) is available on the City's website.
- Narrative descriptions of the district boundaries are in the City Code, [Chapter 30, Attachment 1](#).

### Voter Registration:

You must be registered to vote at your current address by Sunday, October 11. If you have been voting regularly and haven't moved or changed your name, you should be all set. To check your voter registration status, or to make updates to your name or address, you may:

- Use [Maryland's Online Voter Registration System](#) (24/7) if you have a valid Maryland Driver's License or ID Card, by Sunday, October 11.
- Or, register with the Prince George's County Board of Elections:
  - In person: By Friday, October 9, at 4:30 p.m.
  - By mail: Postmarked by Saturday, October 10

To check your registration status with the [County](#), call the Prince George's County Board of Elections at 301-341-7300, or visit <http://www.elections.state.md.us>. Voter Registration Forms are available at any City building, any Maryland Motor Vehicle Administration office, or from the state website.

***Note to our College Student Voters: You may have moved from one place to another within the City since you last voted and may have changed City Council Districts. For instance, if you moved from Ellicott Hall to South Campus Commons 1, you changed City Council Districts. Unless you update your address in the voter registration rolls by Sunday, October 11, 2020, you will be unable to fully participate in the City election.***

## Ways to Vote

The Special Election will be held on Sunday, November 8, 2020 at the College Park Community Center located at 5051 Pierce Avenue. The polls are open from 9:00 a.m. to 6:00 p.m.

COVID-19 safety precautions will be observed: properly worn masks are required at all times (both outside and inside the building); social distancing rules will be in effect; each voter will use a new pen; and hand sanitizing stations will be available.

The City is encouraging absentee voting/vote-by-mail for this election. Every District 2 Registered Voter will receive an application for an absentee ballot by the end of September. The application packet will include a postage paid return envelope. We encourage you to complete the application and return it as soon as you receive it, so that you will receive your ballot in the mail promptly.

- [Absentee Vote](#) (by mail, in advance): This vote-by-mail option is available from Monday, October 5, 2020 through Friday, October 30, 2020.
- Emergency Absentee Vote (in person, the week before Election Day): This option requires in-person application at 8400 Baltimore Avenue, Suite 375, between Monday, November 2, 2020 through Friday, November 6, 2020, with the exception of Tuesday, November 3, which is a City holiday. ***The voter may vote on-the-spot or may return the voted ballot to City Hall using the ballot envelope that is provided. The same receipt deadlines below will apply. Please note, due to COVID-19, you may be asked to wait outside of the building while we are processing your ballot request.***

Absentee ballots are counted during the official canvass on November 13, 2020.

## Ballot Return

Ballots can be returned in one of three ways:

- By mail: City of College Park, Board of Election Supervisors, P. O. Box 626, College Park, MD 20741. Ballot must be postmarked not later than Saturday, November 7, 2020.

- Ballot Drop Box: Located at Davis Hall, 9217 51<sup>st</sup> Avenue, College Park, MD, not later than Sunday, November 8, 2020 at 6:00 p.m.
- At the Poll: College Park Community Center, 5051 Pierce Avenue, not later than Sunday, November 8, at 6:00 p.m.

Check your calendar and make the voting plan that works best for you. The City Clerk's office can provide more information about these voting options. We can be reached at 240-487-3501.

### What to expect at the polls

The City is using paper ballots for this Special Election. When you arrive at the polls, the poll book judge will ask for your name, date of birth and street address, to verify that you are registered to vote. You will be given a card to take to the ballot judge.

The ballot judge will hand you the paper ballot, and you will be directed to a voting booth to mark your ballot in private.

Follow the directions to mark your paper ballot for the candidate of your choice. When you are finish marking your ballot, drop your ballot in the ballot box and exit the building.

## 2. RUNNING FOR OFFICE

### General Information and Qualifications

This election is for the District 2 Council vacancy created by the resignation of Councilmember P. J. Brennan. Candidates for office must reside in District 2.

College Park uses a petition process to qualify candidates. Candidates for the District 2 Council seat must collect signatures from 20 registered voters from District 2.

Qualifications: Candidates must be 18 years old by December 8, 2020, must be a United States citizen, must be a current registered voter in the City, so registered since November 8, 2019, and must reside in District 2. The Councilmember must continuously reside in their respective district for the remainder of the term.

The Maryland Municipal League publication ***So You Want To Be An Elected Municipal Official: What You Need To Know First*** includes helpful information about what it means to be elected to the City's legislative body. The publication is available from the [MML website](#).

The Mayor and City Council meet on Tuesday nights. Councilmembers are compensated \$7,000 per year.

### Procedures

Candidacy packets with all pertinent election information will be posted on the election page of the City's website on September 2, 2020. Copies also may be obtained from the City Clerk's Office, 8400 Baltimore Avenue, Suite 375, College Park, MD, 20740 with advance notice. We suggest that candidates who obtain the candidacy packet from the City website notify the City Clerk's office of their contact information to ensure that we are able to advise all potential candidates of any changes in regulations or requirements pertaining to the election. Candidates should also check the election page of the City website frequently for updates and clarifications.

A. Petitions: Any qualified person interested in running for District 2 Councilmember in this Special Election shall file a petition containing the signatures of at least 20 registered voters from your District.

B. Other Required Forms: In addition to the Candidacy Petitions, a candidate must also file these forms:

- Authorization of Candidacy
- Appointment and Acceptance of Treasurer
- Financial Disclosure Statement Form #2 For Candidates.

***A note about your forms: 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.***

C. Deadline: Thursday, October 1, 2020 no later than 4:00 p.m. is the deadline to file the four required forms listed above. The **signed originals** must be submitted to the City Clerk’s office, 8400 Baltimore Avenue, College Park, Maryland 20740. You may contact the City Clerk to make an appointment to submit your paperwork.

Additional Forms, if applicable:

- If you have a Political Committee, you must file the “Appointment And Acceptance Of Officers For Political Committee” by this deadline.
- If you wish to authorize electronic filing of Campaign Finance Reports, you must file the “Authorization of Electronic Filing/Campaign Finance Reports” by this deadline.

## Critical Dates and Filing Deadlines

<p>Public Notice/Call for Candidates:  “City Clerk shall give public notice of the vacancy, containing the qualifications of the office, the geographical boundaries of the district(s) to be represented, the procedure to apply...to be placed on the special election ballot...and the deadline for applications.”</p> <p>Public Notice #1</p>	<p>Wednesday, 09/02/20</p>	<p>Approved Plan advertised:  -Constant Contact  -Municipal Scene  -Here and Now Newspaper  -Website  -Cable Channel  -Weekly Bulletin  -Diamondback  -Social Media</p>
<p>Mail Absentee Ballot <u>Applications</u> to all District 2 registered voters</p> <p>Public Notice #2</p>	<p>~09/14/20</p> <p>Received in homes between 9/21 – 9/25</p>	<p>Application also posted on our website and placed at City buildings.</p>
<p>Candidacy petitions/auth. forms due:  Petition for Candidacy  Authorization for Candidacy  Appointment/Acceptance of Treasurer  Financial Disclosure Statements  Authorization of Electronic Filing</p>	<p>Thursday, 10/01/20 no later than 4:00 p.m.</p>	<p>Originals submitted to City Clerk at 8400 Baltimore Avenue, Suite 375.</p> <p>(You may contact the City Clerk to make an appointment to submit your paperwork)</p>
<p>Prepare, finalize, and print ballots</p>	<p>Friday, 10/02/20</p>	
<p>Public Notice #3</p>	<p>Friday, 10/02/20 or Monday, 10/05/20</p>	<p>Announce candidates, provide bios, and repeat election notice</p>
<p>Mail Requested Ballots to qualified District 2 voters who have submitted applications</p>	<p>Monday, 10/05/20 through Friday, 10/30/20</p>	
<p>Last date to register to vote</p>	<p>You must be registered to vote at your current address by Sunday, 10/11/20. If you have been voting regularly and haven’t moved or changed your name, you should be all set. To check your voter registration</p>	



	<p>status, or to make updates to your name or address, you may:</p> <ul style="list-style-type: none"> <li>• Use <a href="#">Maryland's Online Voter Registration System</a> (24/7) if you have a valid Maryland Driver's License or ID Card, by Sunday, 10/11/20.</li> <li>• Or, register with the Prince George's County Board of Elections: <ul style="list-style-type: none"> <li>○ In person: By Friday, 10/9/20, at 4:30 p.m.</li> <li>○ By mail: Postmarked by Saturday, 10/10/20</li> </ul> </li> </ul>	
<p>Voter Notification Cards mailed by County</p> <p>Public Notice #4</p>	The week of 10/12/20	Normally 2 -3 weeks prior to election
Last day to withdraw candidacy	Wednesday, 10/28/20	11 <sup>th</sup> day before the election C3-6 (B)(3)(a)
<p>"In-person" emergency absentee voting (late application) 8400 Baltimore Avenue, #375 9:00 a.m. – 4:00 p.m.</p>	Monday, 11/02/20 – Friday, 11/6/20, EXCEPT 11/3/20	Note: City offices are closed November 3, 2020
Election Day	Sunday, 11/08/20 9:00 a.m. to 6:00 p.m.	College Park Community Center, 5051 Pierce Avenue, College Park
<p>Preliminary Count of Election Day Ballots</p> <p>The preliminary count does not include the absentee ballots or validated provisional ballots</p>	Sunday, 11/08/20 6:30 p.m. to 8:00 p.m. (After the polls close)	Davis Hall  Due to COVID safety protocols, this count will be televised instead of inviting the public in.
Voted Ballots are Due Back:	<p><u>If by mail</u>: Postmarked no later than Saturday, 11/07/20</p> <p><u>If hand delivered to the poll</u>: no later than Sunday, 11/08/20 at 6:00 p.m.</p>	

	<u>If delivered to the Drop Box</u> : no later than Sunday, 11/08/20 at 6:00 p.m.	
<p>Official Canvass</p> <p>Absentee ballots and validated provisional ballots will be counted</p> <p>Certify results after canvass</p> <p>Challenge period (3 working days) begins upon certification</p>	<p>Friday, 11/13/20 at 2:00 p.m.</p> <p>Challenge period ends Wednesday, 11/18/20</p>	<p>Davis Hall</p> <p>Canvass delayed for COVID Safety protocols and to allow more time for County to validate provisional voters</p> <p>Due to COVID safety protocols, this count will be televised instead of inviting the public in</p>
BOES provides Official Report to Council; Swearing-in of new Councilmember	Tuesday, 12/08/20	
<p>Campaign Finance Reports due:</p> <p style="padding-left: 40px;">Initial</p> <p style="padding-left: 40px;">Pre-Election</p> <p style="padding-left: 40px;">Post-Election</p>	<p>Between Sunday, 10/04/20 and no later than 4:00 p.m. on Monday, 10/19/20</p> <p>Friday, 10/30/20 or Saturday, 10/31/20 (8<sup>th</sup> or 9<sup>th</sup> day preceding the election) by 4 p.m.</p> <p>Monday, 11/9/2020 - Sunday, 11/22/20 (By 14 days following the election) by 4 p.m.</p>	<p>Code: 34-15A(1) 34-16A</p> <p>Code: 34-15A(1) 34-16A</p> <p>Code: 34-15A(2) 34-16C</p>
<p>Per City Code Chapter 34-16C: A candidate who fails to file all reports and statements required by this section by Tuesday, December 8, the candidate shall be considered to have forfeited his right to office.</p>		

## Election Rules and Regulations

### Board of Election Supervisors

Under Article IV of the City Charter, the Mayor and Council appoint a Board of Election Supervisors (BOES) every two years to oversee the City elections. The goal of the BOES is to provide all registered voters accessible locations in which they may exercise their right to vote; ensure uniformity of election practices; promote fair and equitable elections; and maintain election records, Campaign Finance Reports, and other election-related data accurately and in a form that is accessible to the public. The BOES conducts the election, tallies the votes and certifies the results. The BOES reviews and validates these forms:

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

For information about candidacy requirements, campaign finance, or for questions about how to complete any of the forms mentioned above, you may contact a member of the BOES:

John Robson, Chief Supervisor	At-large	301-277-5367 or <a href="mailto:boeschief@collegeparkmd.gov">boeschief@collegeparkmd.gov</a>
Lisa Williams	District 1	<a href="mailto:lisa.a.williams@outlook.com">lisa.a.williams@outlook.com</a>
Cameron Thurston	District 2	240-370-7291
John Payne	District 3	<a href="mailto:jpaynecp@gmail.com">jpaynecp@gmail.com</a>
Yousuf Jaleel	District 4	<a href="mailto:Yousuf.jaleel@gmail.com">Yousuf.jaleel@gmail.com</a>
(Vacant)	At-large	

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

### Ethics Commission:

There is also a Council-appointed Ethics Commission that is authorized under Chapter 38 of the City Code to render opinions, investigate alleged violations of the Ethics and Election Chapters of the City Code, and receive and review the Financial Disclosure Statements. For questions about the Financial Disclosure Statement, please contact:

Joe Theis	Ethics Commission Chairman	<a href="mailto:ethicschair@collegeparkmd.gov">ethicschair@collegeparkmd.gov</a>
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The Ethics Commission is also supported by the City Clerk's Office, and the City Clerk is authorized to receive Financial Disclosure Statements.

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)

## Campaign Finance Reporting For Candidates

Rules pertaining to Campaign Finance Reports are found in [Section 34-15 of the City Code](#).

### 1. Campaign Finance Reports and Deadlines:

Candidates are required to file at least three Campaign Finance Reports, on the schedule below:

- A. Initial Campaign Finance Report: Due between Sunday, October 4, 2020 and Monday, October 19, 2020 at 4:00 p.m.
- B. Pre-Election Campaign Finance Report: Due on Friday, October 30, 2020, or Saturday, October 31, 2020 by 4:00 p.m.
- C. Post-Election and/or Final Campaign Finance Report: Due after the Election between Monday, November 9, and Sunday, November 22, 2020 by 4:00 p.m. If your campaign account has a zero balance, this may be your report.
- D. Subsequent Campaign Finance Report(s): If your Post-Election report shows a balance, you must file a Subsequent Campaign Finance Report the following July 1, and every July 1 thereafter, by 4:00 p.m. until the campaign has a zero balance.

### 2. Three formats to choose from:

For your convenience, Campaign Finance Reports are available in three formats from the Election page on the City's website:

- Paper
- Fillable PDF
- Excel Spreadsheet

### 3. How to File:

You may pre-arrange Electronic Filing of Campaign Finance Reports by completing and submitting the form "Authorization of Electronic Filing/Campaign Finance Reports" by the filing deadline. If this Electronic Filing has been pre-arranged, these reports must be submitted by email from the pre-authorized e-mail address to: [CampaignFinance@collegetparkmd.gov](mailto:CampaignFinance@collegetparkmd.gov)

If you have not made prior arrangements for electronic filing, your Campaign Finance Reports must be submitted to the City Clerk's office.

***Note: 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.

***Note: Approved Campaign Finance Reports will be posted on the City's website.***

4. How to close out a Campaign 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 qualified charitable organization

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

5. Rules pertaining to campaign finance:

Campaign finance rules can be complicated. The following information addresses our most frequently asked questions. For clarification or additional questions, please contact the Chief Election Supervisor.

**Treasurer:**

You need to designate a treasurer only if you intend to accept cash or in-kind contributions. (Volunteer campaign help is not considered an in-kind contribution.) If you don't intend to accept cash or in-kind contributions, you may serve as your own treasurer.

**Partition date between election cycles for Campaign Finance reporting:**

For clarification on how to report ongoing Campaign Finance activity across consecutive election cycles, the Board of Election Supervisors has adopted the following policy:

**Meet and Greets:**

A "Meet and Greet" is a neighborhood event at which incidental refreshments such as coffee, tea and cookies may be served at no charge. Meet and greets may be hosted or sponsored by a candidate, a political committee or individuals.

Any person sponsoring a Meet and Greet shall report the cost of the Meet and Greet to the candidate for whom the event was held. It is the candidate's responsibility to report this as an "in-kind" contribution.

Refreshments may be provided at a Meet and Greet for no charge if they are incidental to the event. Food or refreshments, at no charge, cannot be the featured attraction to induce people to attend a political event (e.g., an advertisement that announces "Join John Doe at a free spaghetti dinner"). If more food and drink is served than what would be conservatively defined as incidental to the event, there must be a charge for at least the actual cost of the food or refreshments if the food and refreshments are advertised. The host may either:

- A. Charge for the cost of the food and drink only: "Join John Doe for spaghetti dinner, cost \$3.50 per person." (\$3.50 is the actual cost of the dinner.), or
- B. Charge a per plate/per person cost in excess of the value of the food and drink, with the amount collected in excess considered a cash campaign contribution: "Join John Doe for spaghetti dinner, cost \$25 per person," (\$3.50 is the cost of the dinner. Report each person as contributing the difference of \$21.50.)

The candidate shall report the net cost of the Meet and Greet as an "in-kind" contribution on their campaign finance report. The in-kind contribution shall count toward the total candidate donation limit.

If the Meet and Greet is for more than one candidate, the expense shall be divided by the number of candidates attending and that portion reported to each candidate as a contribution.

As long as the Meet and Greet is held in the sponsor's personal residence, no cost for the use of the property is considered a campaign contribution.

If two or more people together who are not spouses or domestic partners hold a Meet and Greet, these expenses shall be considered as made by a Political Committee and Political Committee limits apply. If two spouses or domestic partners together hold a Meet and Greet in their personal house this donation shall be considered a shared expense split between them.

If a Meet and Greet is held for more than one candidate, the total expense for the event shall be split among each candidate by equal portion and the same limits for a single candidate Meet and Greet will still apply.

Beer and wine can be served at a Meet and Greet so long as the beverages are not used as an inducement for attendance nor advertised. The cost of the beer or wine is incorporated into the total cost of the event and cost should be included into the total in-kind donation and the same limits apply.

**Giveaways:**

With some exceptions, election law prohibits giving away something of value with the intent to influence how a person votes (undue influence). Campaign buttons, bumper stickers, posters, brochures, doorknob hangers, and campaign literature have no use or value independent of a political campaign and may be given away. However, “things of value” may not be given away.

Three elements must be present when giving away something for it to be prohibited (to constitute undue influence):

1. The item must be an item of value (see lists below)
2. The item must be advertised or otherwise promoted as available as an inducement
3. The inducement must be to get a person to take an action restricted by statute (vote in a particular way, support a candidate, etc.).

Items of nominal value (very inexpensive types) of the following may always be given away:

- balloons
- bookmarks
- bottled water
- calendars (such as plastic or magnetic)
- eye glass repair kits (of low value)



- emery boards
- fans (paper or plastic)
- flags (novelty with campaign info)
- ink pens
- key chains
- litterbags (paper or plastic)
- matchbooks
- pencils
- refrigerator magnets or "mini-magnets"
- rulers (small - wood or plastic)
- shopping bags (paper or plastic)
- small candy
- soda can cozy

The distribution of these types of items is not “undue influence,” inducing the recipient to take a certain political action in violation of election law, if the candidate or person(s) ensures:

- Only very small quantities of an item are given to any one person; and
- The distribution of the item is incidental to the political activity that occurs during the distribution; and
- The item does not contain another connected offering for something of value (for example, the back of a fan should not contain a coupon for \$3.00 off a pizza)

It is sometimes allowable for a candidate or political group to give away a thing of value if there is no advertising or promotion of the giveaway, and if individuals will receive the item regardless of their support or opposition of the political issue. For example:

- It is allowable to provide door prizes at a fundraiser as long as the door prizes are not advertised as an inducement to attend the fundraiser.
- If a candidate or other person(s) advertises and gives away items of value, then the campaign must charge at least the cost of the item. The money spent to purchase the items and the money received in payment for the items must be reported on the appropriate campaign finance report. For example:

- At a fundraising dinner where each guest is charged \$50 to enter, the campaign may include on the invitation a notice that all attendees will receive a free t-shirt.

Items that can never be given away:

- calculators
- flashlights
- frisbees
- hats
- postage stamps
- toys
- t-shirts

The lists above are not all-inclusive. If you have a question about any particular item not on either list, contact the BOES for guidance.

#### **Separation of Campaign Funds:**

The amount of money collected by candidates or ballot question supporters has increased in recent campaigns. As a result, the segregation of personal and campaign funds has become more important. Although this separation of funds is not a requirement in City elections, you may wish to do so. Some banks will not allow a customer to establish two accounts with the same Social Security Number but with different names on the accounts (e.g., “John Doe” and “Friends of John Doe.”)

If requested, the City will prepare a letter that you can present to your bank attesting that you are a qualified candidate in a City election in support of your request to establish a bank account in the name of the campaign.

#### **6. 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.”**

Your report should be submitted to the State Board of Elections at:

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](mailto:Jared.demarinis@maryland.gov)

With a copy to:  
Erin Dennis [erin.dennis@maryland.gov](mailto:erin.dennis@maryland.gov)

## Campaign Signs and Other Political Matter

1. **Placement:** Campaign Signs are regulated according to where they are placed. Campaign signs may never be placed on City property, except in designated electioneering zones on Election Day.
  - A. **On Private Property and Commercial Property:** Campaign Signs may be placed on Private Property or on Commercial Property with the permission of the Property Owner at any time.
  - B. **On City-owned Rights-Of-Way:** Signs on City-owned rights-of-way are regulated by Section 141-7 of the City Code:

**“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 on City-owned rights-of-way may not be posted more than 45 days prior to an election (September 24, 2020) and must be removed within 48 hours after the election (November 10, 2020).

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

- C. **On County and State Roads:**

Certain roads in the City are state or county 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, River Road

- County Roads: Cherry Hill Road, Metzertott Road, Campus Drive, Rhode Island Avenue (North of Greenbelt Road only)

2. Attribution Statements: All political matter, including signs, must have an attribution statement. Details may be found in §34-17 of the City Code.

A. 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, telephone 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.

B. 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"

C. What About Electronically Distributed Political Matter?

In the event Political Matter is distributed through an electronic media (such as email, social networks, electronic messaging, 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 voter to click on a link to access the campaign website that does display the information required in § 34-17 of the Code. Otherwise, the matter must comply with the attribution standards for printed material.

D. What about “Robocalls”?

Pre-recorded telephone messages 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

### **1. Where Do I Turn In My Petitions and other Candidacy Forms?**

Completed petitions and other forms for candidacy should be submitted to the City Clerk's Office, 8400 Baltimore Avenue, Suite 375, Monday through Friday, 8:00 a.m. to 4:00 p.m. (You may contact the City Clerk to make an appointment to submit your paperwork at 240-487-3503) or [cityclerkoffice@collegetparkmd.gov](mailto:cityclerkoffice@collegetparkmd.gov) . The Board of Election Supervisors will review your submitted material (usually within one business day) and contact you.

Petitions and other required forms turned in late on Thursday, October 1, 2020, may not be reviewed until after the close of business that day, so we encourage you to submit your forms in advance of the filing deadline so that you will have time to correct any deficiencies.

### **2. Where Do I Turn In My Financial Disclosure Statement?**

Your Financial Disclosure Statement should be submitted to the City Clerk with your petitions and other candidacy 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. May I send in my forms by fax or email?**

- No. Originals of the Candidacy Petitions, Authorization of Candidacy, Appointment of Treasurer and Financial Disclosure Statement forms that are due by Thursday, October 1, 2020 at 4:00 p.m. must be submitted to the City Clerk's office by the due date.
- Only if the "Authorization of Electronic Filing" form has been previously filed may Campaign Finance Reports be submitted by email, and they must be submitted only to [CampaignFinance@collegetparkmd.gov](mailto:CampaignFinance@collegetparkmd.gov)
- If "Electronic Filing" has not been authorized, you may submit a Campaign Finance Report to the City 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 by the close of the next business day.

**4. 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).

**5. Where Can I Electioneer on Election Day?**

The BOES will designate an electioneering area the polling location on Election Day. All candidates will be provided with a sketch showing the locations once the ballot has been finalized. Any other person desiring to electioneer should request a copy of the sketch from either the City Clerk or the Board.

**6. When are the Ballots Counted?**

An unofficial count of the ballots will occur after the polls close on Election Day at Davis Hall. The official canvass, which includes the absentee ballots and validated provisional ballots, will be conducted on Friday, November 13, 2020 at 2:00 p.m. at Davis Hall. The Board of Election Supervisors will certify the results after the Canvass.

**7. 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. If there are very 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.

**8. Do I Need a Treasurer?**

You need to designate a treasurer only if you intend to accept cash or in-kind contributions. (Volunteer campaign help is not considered an in-kind contribution.) If you don't intend to accept cash or in-kind contributions, you may serve as your own treasurer.

**9. As a Candidate, Should I Form a Political Committee?**

We do not suggest it. You can open a bank account that is called "Friends of xxx" to collect campaign contributions, but this is not the same as a political committee. If you form a political committee, it may only contribute \$250 toward your candidacy. 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 any



amount so long as you collect no more than \$250 from each contributor, not including yourself or your spouse.

**10. 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. All contributions received, and funds expended, prior to your certification as a candidate must be reported on your Initial Campaign Finance Report.

**11. 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.

### 3. CAMPAIGN FINANCE REPORTING REQUIREMENT FOR INDIVIDUALS: THE “INDEPENDENT EXPENDITURE REPORT”

The City of College Park requires reporting of independent expenditures in excess of \$100 made by individuals in support of candidates and issues.

[Chapter 34-15](#)(c) of the City Code states:

**“Within 48 hours after a person makes aggregate independent expenditures of \$100 or more in an election cycle for campaign material that is a public communication, the person shall file a registration form and independent expenditure report with the Supervisors of Elections. A person who files an independent expenditure report under this subsection shall file an additional independent expenditure report with the Supervisors of Elections within 48 hours after making an expenditure of \$100 or more for campaign material that is a public communication following the closing date of the person's previous independent expenditure report. "Person" includes an individual, a partnership, a committee, an association, a corporation, a labor organization, or any other organization, business, or group of persons.”**

Public communications are things like flyers, brochures, letters, signs, advertisements, advertising giveaways, robo-calls, etc. The cost of creating and disseminating campaign material, including any design and production costs, shall be considered in determining the aggregate amount of independent expenditures made by a person for campaign material.

The *Independent Expenditure Report* may be filed with the City Clerk for the Supervisors of Elections. If desired, it may be filed electronically if you have previously filed an *Authorization of Electronic Filing of Campaign Finance Reports*.

***Note: After your initial filing, you must file an additional report within 48 hours for any additional expenditures of \$100 or more.***

## 4. FORMS AND LINKS

### Forms:

1. [Petition for Candidacy – Councilmember](#)
2. [Authorization of Candidacy – Councilmember](#)
3. [Appointment and Acceptance of Treasurer for Candidates](#)
4. [Appointment and Acceptance of Officers and Treasurer for a Political Committee](#)
5. [Financial Disclosure Statement \(Form #2\) for Candidates](#)
6. [Authorization of Electronic Filing of Campaign Finance Reports](#)
7. Campaign Finance Report
  - a. [PDF/Paper](#)
  - b. [Excel Spreadsheet](#)
8. [Resignation of a Treasurer for Candidates AND/OR Resignation of a Treasurer for a Political Committee](#)
9. Challengers and Watchers Certificate

### Links to Pertinent Sections of the City Charter and City Code

1. [City Charter – Article III: Mayor and Council](#)
2. [City Charter – Article IV: Voting and Elections](#)
3. [City Code –Chapter 30: Council Districts](#)
4. [City Code – Chapter 34: Elections](#)
5. [City Code – Chapter 38: Code of Ethics](#)
6. [City Code – Chapter 110-2: Penalties](#)
7. [City Code – Chapter 141-7: Nuisances/Signs](#)