



Village of Martin's Additions
7013-B Brookville Road
Chevy Chase, MD 20815
301-656-4112 (Phone)

Plan for 2021 Village of Martin's Additions Election

Due to the declared emergency as extended by the Governor by proclamation dated January 21, 2021, Montgomery County, Maryland and the State of Maryland are still restricting mass gatherings during the traditional Village of Martin's Additions ("Village" or "Martin's Additions") Council election process, voting will be undertaken by mail-only. The polling station traditionally outside the Village Office will not be used. No in-person voting will be afforded. Should the Village Council decide to hold the election by mail-in only, they will make this decision known to the Election Committee ("Committee") and Village by no later than their regularly scheduled February 2021 meeting and the following procedures will apply.

Nominations

The Committee will issue a call for candidates at least sixty (60) days before the election. Any qualified voter¹ may run for office. Residents may nominate themselves or be nominated by another qualified voter. Nominations may be made only by qualified voters; anonymous nominations are not permitted. Residents who nominated someone other than themselves must include an email or signed written statement from the proposed candidate expressing his/her consent to be nominated. **The nominations period will open on February 19, 2021 and close on March 5, 2021 at 11:59PM.**

Candidates who accept their nomination shall submit via email (a) a Candidate Statement, including their qualifications, as well as any other information they deem relevant and (b) a conflicts of interest disclosure form provided by the Martin's Additions Ethics Committee. **This information must be received by e-mail by March 19, 2021 at 11:59PM for the candidate to be placed on the official ballot.** The Committee may specify any standard questions to which all candidates are requested to respond in their Candidate Statement.

Candidate Announcement(s) and Candidate Forum

The Committee will notify the Village of the candidates for office and provide their Candidate Statements by email no later than 11:59PM March 26, 2021. These Statements will be included in and/or linked in the Village's Friday wrap-ups and newsletters and available for review in the Village Office throughout the election period.

The Committee will host a Candidate Forum to be conducted by Zoom (or other electronic means) on April 20, 2021 at 7:30PM for residents to hear from candidates. The Committee shall moderate the forum at its sole discretion. However, residents are encouraged to send proposed questions for the

¹ Village of Martin's Additions Charter Section 301: "Qualified Voter" is any person who owns property or any resident of Martin's Additions who is eighteen (18) years of age or over.

candidates to the Committee via email (VMAElections@martinsadditions.org) by April 18, 2021 at 5:00PM or be prepared to ask them if/when called upon during the forum. The Committee will not receive proposed questions for the candidates via phone or other means.

Other than the announcements specified above, the Committee will not provide any additional mass "campaign" opportunities for candidates.

Election Procedure

Pursuant to the Charter and these rules and procedures, each qualified voter may cast a ballot, according to the following vote by mail procedures.

- The election service provider will mail via first class post a ballot, instructions, and a postage-paid return envelope to each qualified voter at their address of record².
 - If a qualified voter desires their ballot to be mailed to an address that is different than the qualified voter's address of record, the voter must inform the Village by contacting the Village Office by emailing manager@martinsadditions.org or calling (301) 652-4112 with the address to which the ballot should be mailed. To allow sufficient time for a replacement ballot to be issued and completed, any such request shall be made no later than 5:00PM on May 6, 2021. Upon receipt of such request, any previously issued ballot and return envelope for that voter will be voided.
 - In the event an issued ballot is lost or missing, a voter may request by e-mail to manager@martinsadditions.org that the Village's election service provider cancel the previously issued ballot and return envelope and issue a new ballot and return envelope. In order to allow sufficient time for a replacement ballot to be issued and voted, any such request shall be made no later than 5:00PM on May 6, 2021. Upon receipt of such request, any previously issued ballot and return envelope for that voter will be voided.
 - If a qualified voter did not receive a ballot because their name did not appear on the qualified voter roll, the qualified voter may request a provisional ballot by contacting the Village Office by emailing manager@martinsadditions.org or calling (301) 652-4112 and submitting any required documentation³. To allow sufficient time for a ballot to be issued and voted, any request for a provisional ballot must be made no later than 5:00PM on May 6, 2021. For the provisional ballot to be counted, the voter's registration must be reflected on the Village's qualified voter roll no later than 11:59PM on May 6, 2021.
- Ballot envelopes will contain a service provider-issued control number and an affidavit requiring the voter to attest to the voter's eligibility. Ballots must be returned in the service provider-issued return envelope.
- Voters shall write their full name as it appears on the Village's voter roll and address (i.e. house number and street name of qualifying address in the Village) on the issued return

² Village staff will prepare and maintain a list of qualified voters and will provide that list to the election service provider to assist with the conduct of the election.

³ Required documentation includes full name, Martin's Additions address, and an image of your driver's license, a utility bill with the qualified voter's Village of Martin's Additions address on it or other documentation acceptable to the committee in its sole discretion. If a qualified voter is unable to email or prefers to provide such documentation in person, it must be provided at a scheduled time prior to 5:00PM on May 6, 2021.

envelope and sign the affirmation. Ballots enclosed in an incomplete, illegible, or unsigned return envelope will not be counted. The Village will not accept copies of ballots or ballot envelopes.

- Voters must return completed ballots to the Village's election service provider with a postmark of no later than Election Day, May 13, 2021 OR the ballot must be received by the Village's election service provider by 5:00PM on May 20, 2021 for the ballots to be counted. (In the event an envelope is not post-marked, the ballot will be counted so long as the Village's election service provider receives it by 5:00PM May 20, 2021.)
- The election service provider will keep a list of any voided or cancelled ballots and corresponding envelopes and will ensure that voided/spoiled ballots are not counted. The election service provider will provide this list to the Village upon request.
- The Village's election service provider will review each returned ballot envelope for the following to ensure a proper ballot is enclosed:
 - That the ballot return envelope was properly completed.
 - That the ballot return envelope is unopened.
 - That the control number on the ballot envelope matches the control number assigned to the voter by the election service provider.
 - That the person who signed the envelope is the person who was issued the ballot.
 - That the person who voted the ballot is a qualified voter in the Village by comparing to the voter roll.
 - That the ballot envelope has not been cancelled or spoiled.
 - That the ballot envelope is postmarked no later than May 13, 2021 and/or it is received by 5:00PM on May 20, 2021.
- If it is determined that a ballot envelope is proper, the return envelope will be opened, and the ballot will be preserved. The Village's election service provider will update the register to indicate that the voter cast a ballot.
- Any ballot that is found to be improper will not be opened. Improper ballots will not be counted provisionally.
- Within fourteen (14) days after Election Day, the Village's election service provider shall tally all votes cast and shall complete and certify an Official Count of Ballot Report. Write-in votes for uncertified candidates will be reported as well.
- The Election Committee shall observe (in-person or via electronic means) the tallying process and review, certify, and announce the results on the Report as soon as practicable. The Committee anticipates this would be before Memorial Day.
- Candidates or their representative(s) – only one per candidate – may observe the tallying, review, and certification process.
- The Village's election service provider will return via mail all counted ballots, ballot return envelopes, and spoiled ballots to the Village for preservation according to the Village's State-approved Document Retention Schedule.
- In the event that two (2) or more candidates receive the same number of votes where only one can be elected, there shall be a runoff election within two (2) weeks of the original election. Any runoff election will be conducted by mail-in ballot.

Records

All election records, including the qualified voter roll, nominations, replacement ballot requests, and ballots, shall be maintained at the Village Office, in accordance with the Village's State-approved

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Document Retention Schedule. Ballots shall be securely stored until such time as they may be destroyed in accordance with said schedule.