



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

Emergency Plan for Village Election (2020)

Village Council Election Process

The Election shall take place on May 15, 2020. Balloting will be undertaken by mail only. Polling stations will not be used; no in-person voting will be afforded.

The following rules and procedures apply:

Nominations

The nominations deadline expired on March 30, 2020.

1. Any qualified voter may run for office. Residents may have nominated themselves or have been nominated by another qualified voter. Nominations may have been made only by verified qualified voters; anonymous nominations are not permitted. Residents who nominated someone other than themselves must have included an email or signed written statement from the proposed candidate expressing his/her consent to be nominated.
2. All nominated candidates shall submit (a) a statement of interest and qualifications and (b) a conflicts of interest disclosure statement in a form provided by the Ethics Committee. The Election Committee may specify any standard questions to which all candidates are requested to respond.
3. Nominations and required candidate submissions must have been received in writing or by e-mail at least forty-five (45) days prior to the election, in order for the candidate to be placed on the official ballot. Blank lines will be placed on the ballot for the purpose of adding write-in candidates at the time of the election. A successful write-in candidate shall be required to submit a conflicts of interest disclosure statement no later than seven (7) business days following the election.
4. Pursuant to Charter Section 602(b), no later than two (2) weeks prior to the election, the Committee shall give public notice of the candidates for office and provide, or provide access to, the written statements of interest and qualifications and shall designate the date of the election, the polling place, and time.

Candidates Forum

5. The Committee scheduled a public forum, to be conducted by video/audio conference, for April 23, 2020 at 7:30 PM for residents to hear from candidates

Join Zoom Meeting

<https://us02web.zoom.us/j/85936353305>

Meeting ID: 859 3635 3305

Password: 254088

Call-in Number: 1 301 715 8592

Meeting ID: 859 3635 3305#

Password: 254088#

The forum shall be moderated by the Committee at its sole discretion.

Election Procedure

6. 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 a ballot and return envelope to each qualified voter.
 - 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.
 - The Village's election service provider shall affix first class postage to all balloting materials, including the ballot return envelopes.
 - Voters shall mail completed ballots to the Village's election service provider. Ballot envelopes must be post-marked no later than Election Day, May 15, 2020 and must be received by the Village's election service provider by May 22, 2020 in order for the ballots to be counted. In the event an envelope is not post-marked, the ballot shall be counted so long as it is received by the Village's election service provider by May 22, 2020.
 - Ballot envelopes shall contain a service provider-issued control number and an affidavit requiring the voter to attest to the voter's eligibility. Ballots shall be returned in the service provider-issued return envelope.
 - Voters shall write their full legal name and address on the issued return envelope and sign the affirmation. Ballots enclosed in an incomplete, illegible, or unsigned return envelope shall not be counted. The Village will not accept copies of ballots or ballot envelopes.
 - If a voter desires their ballot to be mailed to an address that is different than the qualified voter's address in the Village, the voter should inform the Village by e-mail manager@martinsadditions.org of the address to which the ballot should be mailed. In order to allow sufficient time for a replacement ballot to be issued and voted, any such

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request shall be made no later than 5:00 PM on May 8, 2020. 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 5:00 PM on May 8, 2020. Upon receipt of such request, any previously issued ballot and return envelope for that voter will be voided.
- If a resident did not receive a ballot because the resident's name did not appear on the qualified voter roll, the resident may request a provisional ballot by emailing manager@martinsadditions.org. In order to allow sufficient time for a ballot to be issued and voted, any request for a provisional ballot shall be made no later than 5:00 PM on May 8, 2020. In order for the provisional ballot to be counted, the voter's registration must be reflected on the Village's qualified voter roll no later than May 8, 2020.
- In order to register to vote, a qualified voter may request to be added to the voter roll by emailing manager@martinsadditions.org no later than 5:00 PM on May 8, 2020. The email must include your full name, address and an image of your driver's license, a utility bill with your Village of Martin's Additions address on it or other documentation acceptable to the committee in its sole discretion. If you are unable to email or prefer to provide such documentation in person you must contact the Village Office (301) 656-4112 to schedule a time to provide said documentation.
- 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.
 - That the ballot envelope has not been cancelled or spoiled.
 - That the ballot envelope is postmarked no later than May 15, 2020 and/or it is received by May 22, 2020.
- If it is determined that a ballot is proper, the return envelope will be opened, and the ballot will be preserved. The register will be updated 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.

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- Within 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 review and certify the results on the Report as soon as practicable.
 - The Village's election service provider shall provide all counted ballots, ballot return envelopes, and spoiled ballots to the Village for preservation according to the Village's State-approved Retention Schedule.
8. In the event that two or more candidates receive the same number of votes where only one can be elected, there shall be a runoff election within two weeks of the original election. Any runoff election will be conducted by mail ballot.

Who Can Vote?

Pursuant to the Charter, a qualified voter is "any person who owns property or any resident of Martin's Additions who is eighteen (18) years of age or over." In the case of students, such as college or boarding school students, a student who resides elsewhere during the school year but who maintains a permanent address in Martin's Additions, is deemed a resident and entitled to vote in the Village Council election. Voters in Martin's Additions need not be registered to vote in Montgomery County or in the State of Maryland. The Village's election service provider will utilize the most recent available Village qualified voter contact information to verify residents' names and addresses. Questions regarding eligibility to vote should be directed to the Chair of the Committee, who will refer the matter to the Committee for determination.

Records

All election records, including nominations, replacement ballot requests, and ballots, shall be maintained at the Village Office, in accordance with the Village's Document Retention Schedule. Ballots shall be securely stored until such time as they may be destroyed in accordance with the Document Retention Schedule.