

VILLAGE OF FRIENDSHIP HEIGHTS

VILLAGE COUNCIL

MELANIE ROSE WHITE, *Mayor*

JOHN R. MERTENS, *Chairman*

MICHAEL J. DORSEY, *Vice Chairman*

PAULA DURBIN, *Secretary*

KATHLEEN COOPER, *Treasurer*

DAVID LEWIS, *Parliamentarian*

CLARA M. LOVETT, *Historian*

JULIAN P. MANSFIELD, *Village Manager*

LESLIE STRATHMANN, *Village Manager 1987-1996*

4433 SOUTH PARK AVENUE
CHEVY CHASE, MARYLAND 20815

Phone: 301-656-2797

Fax: 301-907-3922

Email: info@friendshipheightsmd.gov

Website: www.friendshipheightsmd.gov



Information for Village Council Candidates

Election Date: Monday, May 8, 2017

The following items are attached:

- Village Council Election Guidelines
- Nomination Petition (filing deadline: March 31, 2017)
- Financial Disclosure Statement (filing deadline: March 31, 2017)
- Preliminary Financial Disclosure Form (filing deadline: May 1, 2017)
- Final Financial Disclosure Form (filing deadline: May 12, 2017)

If you have any questions or would like more information, please contact Julian Mansfield at 301-656-2797 or jmansfield@friendshipheightsmd.gov.

2/17/17

Village Council Election Guidelines

Election Date: Monday, May 8, 2017

General Provisions

Election of the Friendship Heights Village Council shall be conducted under the guidance of the appropriate provisions of Article 33 of the Maryland Code, Section 66-4 of the Montgomery County Code, and these By-Laws.

Notice of Election

Notice of the election specifying time, requirements, and the procedures for nomination and voting shall be posted on the Hubert H. Humphrey Friendship Park Bulletin Board at least sixty days prior to the election.

Nomination

Nomination shall be by petition, signed by at least ten registered and qualified voters of the Village, and shall be filed at the office of the Council at least five weeks prior to the election (**by 5 p.m., Friday, March 31, 2017**). Such petition shall include the signature of the candidate indicating willingness to run.

Candidates shall be registered and qualified voters and reside in the Village at the time of the nomination and the election. Any candidate may withdraw his/her petition up to twenty-four hours before the start of the election.

Qualifications for Voting

Any person residing in the Village on the date of the election whose name appears on a list of registered and qualified voters as of two weeks prior to the election, furnished by the Board of Elections of Montgomery County, shall be eligible to vote.

Place of Voting

The polling place or places shall be conveniently located (the Village Center).

Election Officials

Appointment by the Council of the judges and clerks shall be made prior to the election. Assistants may be made available and appointed in a similar fashion. No candidate for Council membership or member of his/her immediate family shall serve as an election official.

Poll Watchers

Poll Watchers appointed by candidates shall be permitted to observe the voting and counting, but shall not interfere in any way with the voting or counting.

Counting of Ballots

Counting shall be conducted by judges and clerks.

Certifying and Reporting of Ballots

The incumbent Mayor shall notify the Montgomery County Council of the election returns, certified by the election judges. Such letter shall be sent by registered mail the day following the election. A copy of this letter shall be retained in the permanent files of the Village.

Absentee Ballots

Any qualified voter shall be entitled to vote as an absentee voter. An application must be received by **Friday, April 28, 2017**. (If you are unable to meet this deadline, call the League of Women Voters representative listed on the absentee ballot application.) Applications for absentee ballots are available at the Village Center and online at www.friendshipheightsmd.gov (click on "Village Council" link). Upon receipt of the application, the Council shall have mailed or

delivered to the voter entitled thereto an absentee ballot.

No candidate for Council membership shall serve as a duly authorized agent for the purpose of submitting a completed absentee ballot application. A qualified voter shall return an absentee ballot by mail, by delivery in person, or by requesting that an election judge or clerk be dispatched to obtain the absentee ballot on the day of the election. The ballot shall be returned to the Council office or other previously designated location. An absentee ballot received after the time for closing of the polls shall not be counted.

Disclosure

All candidates for the Friendship Heights Village Council must indicate agreement with the following requirements: Each candidate for election to the Council must submit two written financial reports to the Village Office—a preliminary report on the Monday preceding election day (**May 1**) and a final report by 5 p.m. on the Friday after election day (**May 12**).

Each report must include the following: 1) a list of all contributors and the amount(s) of their contributions made to the candidate; 2) an itemized list of expenditures made by the candidate on his/her own behalf; 3) a list of all contributors and the amount(s) of their contributions made to another party on behalf of the candidate; and 4) an itemized list of expenditures made by another party on behalf of the candidate.

The data from these reports shall be compiled and posted on the Village bulletin board as soon after receipt as possible. Failure to comply shall disqualify the candidate from assuming office.

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Financial Disclosure Statement

All candidates for the Friendship Heights Village Council must indicate agreement with the following requirements:

Each candidate for election to the Council must submit two written financial reports to the Village office—a preliminary report on the Monday preceding election day (May 1, 2017) and a final report by 5 p.m. on the Friday after election day (May 12, 2017). Each report must include the following items: 1) a list of all contributors and the amount(s) of their contributions made to the candidate; 2) an itemized list of expenditures made by the candidate on his (her) own behalf; 3) a list of all contributors and the amount(s) of their contributions made to another party on behalf of the candidate; and 4) an itemized list of expenditures made by another party on behalf of the candidate. The data from these reports shall be compiled and posted on the Village bulletin board as soon after receipt as possible. Failure to comply shall disqualify the candidate from assuming office.

I hereby declare that I have read the above statement and agree to comply fully with it.

Signature

Date

Printed Name

Revised 2/17/17

VILLAGE COUNCIL CANDIDATE FINANCIAL REPORT FORM

Preliminary: Through May 1, 2017

Contributions (use additional sheets as necessary):

List of all contributors and the amount(s) of their contributions made to candidate:

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____ **Subtotal \$** _____

List of all contributors and the amount(s) of their contributions made to another party on behalf of the candidate:

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____ **Subtotal \$** _____

Total Contributions* \$ _____

Expenditures (use additional sheets as necessary):

Itemized list of all expenditures made by the candidate on his/her own behalf:

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

VILLAGE COUNCIL CANDIDATE FINANCIAL REPORT FORM

Preliminary: Through May 4, 2015

Page 2

_____ \$ _____ **Subtotal \$** _____

Itemized list of all expenditures made by another party on behalf of the candidate:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____ **Subtotal \$** _____

Total Expenditures* \$ _____

***Note: If committed or anticipated future campaign expenditures exceed the campaign contributions reported as currently received, identify the revenue sources for such further expenditures, providing the name of each source and the approximate corresponding amounts to be received, below:**

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____ **Total \$** _____

Candidate's Name _____

Candidate's Signature _____

Treasurer's Name _____

Treasurer's Signature _____

Date _____

(2/21/17)

VILLAGE COUNCIL CANDIDATE FINANCIAL REPORT FORM

Final: Through May 12, 2017

Contributions (use additional sheets as necessary):

List of all contributors and the amount(s) of their contributions made to candidate:

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	Subtotal \$ _____

List of all contributors and the amount(s) of their contributions made to another party on behalf of the candidate:

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	Subtotal \$ _____

Total Contributions \$ _____

Expenditures (use additional sheets as necessary):

Itemized list of all expenditures made by the candidate on his/her own behalf:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

VILLAGE COUNCIL CANDIDATE FINANCIAL REPORT FORM

Final: Through May 15, 2015

Page 2

_____ \$ _____ **Subtotal \$** _____

Itemized list of all expenditures made by another party on behalf of the candidate:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____ **Subtotal \$** _____

Total Expenditures \$ _____

Candidate's Name _____

Candidate's Signature _____

Treasurer's Name _____

Treasurer's Signature _____

Date _____

(2/21/17)