

March 1, 2025

To Potential Candidates for the Village of Friendship Heights Council:

In order for Village voters to know more about the candidates and why they are running to be on the Village Council, the League of Women Voters of Montgomery County will prepare a Voters' Guide that will have statements and photos of all **certified candidates**. In case, you should decide to run for a Council seat and file your nominating petitions, we are notifying you now of the requirements of the Voters' Guide and alerting you that the deadline for submission of the candidate information is **Friday, April 11, 2025**. Although the final deadline for sending the Voters' Guide material will be after the candidates are certified the first week of April, it will facilitate the production of the Voters' Guide if decided candidates send their materials before the deadline.

Here is what you need to do:

1. **Write a statement** describing why you are running for this office and your qualifications for the position of Council Member. The statement may not exceed 1000 characters (not including spaces) as counted by Microsoft Word. We will not make any edits or corrections and will print the statement exactly as submitted unless you exceed the word limit. In that case, your statement will be cut off at the 1,000th character and an ellipsis ( . . . ) will indicate that text is omitted. Email that statement to [votersguide@lwvmocomd.org](mailto:votersguide@lwvmocomd.org) no later than 5:00 p.m., Friday, April 11, 2025. Do not provide campaign material or graphic art, as it will not be included in the Guide.
2. **Email a photo of yourself** to the same email address no later than 5:00 p.m. Friday, April 11, 2025. We prefer that the photo is a headshot in color. It should be a .jpg file. If you only have a hard copy, don't forget that you can take a picture of the hard copy with your phone, and you will have a .jpg.

The candidate's name will precede each statement and will not be part of the word count. The size of the photo and the text will be the same for each statement. If you want to make any changes to a previously submitted statement, the complete revised statement must be received by the April 11 deadline. Again, we will not edit your material.

We look forward to receiving your photos and statements. If you have any questions about the Voters' Guide submission, please contact Jane Clarenbach at [votersguide@lwvmocomd.org](mailto:votersguide@lwvmocomd.org) or leave a message at 301-565-2416.

Sincerely,

/s/ Linna M. Barnes, Election Administrator  
League of Women Voters of Montgomery County