



**TOWN OF UPPER MARLBORO
2022 CANDIDATE PACKET**

Board of Supervisors of Elections

Joe Hourcle' (Chair)

Evelyn Stephens

Patti Callicott

John Summerlot

Yvonne Tucker

Town Administrator

Kyle Snyder

Town Clerk

John Hoatson

Deputy Clerk

Lucy Wade



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

January 22, 2022

Dear Candidate:

Thank you for your interest in running 2022 Special Election for an elected office in the Town of Upper Marlboro, Maryland, as a Town Commissioner. This packet of information is intended to help during the campaign. It contains:

- **General Information pertaining to candidacy, voting and the election;**
- **The legislation that governs the election; and**
- **All forms necessary to run for Town Commissioner.**

This Candidate Packet is not intended to substitute for the candidate's responsibility to read and understand the laws governing elections and ethics in the State of Maryland and the Town of Upper Marlboro. The Town of Upper Marlboro Board of Elections will do everything possible to ensure a smooth and fair election. If you have any questions concerning the election process or the information included in this packet, please contact Town Hall at 301-627-6905, or email the following:

- **Kyle Snyder, Town Administrator: ksnyder@uppermarlboromd.gov**
- **John Hoatson, Town Clerk: clerk@uppermarlboromd.gov**
- **Lucy Wade, Deputy Clerk: lwade@uppermarlboromd.gov**
- **Board of Supervisor of Elections: elections@uppermarlboromd.gov**

This year continues to present unique challenges as our Town, State and Country continues to deal with the COVID-19 pandemic. To that end, the Town of Upper Marlboro Board of Elections encourages voters to request absentee ballots, so they do not have to appear in-person at the polling precinct. On Election Day, we will take necessary precautions to protect the Public, Voters, Town Staff Members and Town of Upper Marlboro Board of Supervisor of Election officials.

We applaud and appreciate your interest in serving our historic Town!

SUMMARY REQUIREMENTS FOR CANDIDATES:

The following is a list of requirements necessary to submit a petition for nomination. Each candidate must abide by the rules of the Town Charter and Election Procedures as indicated below.

- Each candidate shall have resided in the Town for at least two years immediately preceding the election.**
- Shall be a qualified voter of the Town**
- Each candidate must be at least twenty-five (25) years of age on the date on which he or she files for nomination.**
- Submission of the following items is required between January 22, 2022, through Monday, February 7, 2022, Midnight.**
 - 1. Certification of Eligibility for Candidacy 2022: Affidavit of Candidate.**
 - 2. Certificate of Nomination 2022 completed and signed by a minimum of ten (10) qualified voters.**
- Election Day is Tuesday, February, 2022. Polls will be open from 7:00 AM until 8:00 PM.**

ROLE OF THE TOWN ADMINISTRATIVE STAFF:

Kyle Snyder is the Town Administrator, John Hoatson is the Town Clerk & Lucy Wade is the Deputy Clerk. John Hoatson also serves as Town Liaison to the Town of Upper Marlboro Board of Supervisors of Elections. He can be reached at 202-754-0246 or Email Clerk@uppermarlboromd.gov.

ROLE OF TOWN OF UPPER MARLBORO BOARD OF SUPERVISORS OF ELECTIONS:

The Board of Supervisors of Elections exercises general supervision of the Town elections in accordance with Section 80-20 of the Town Charter. The Board of Supervisors of Elections shall be appointed by the Board of Commissioners on or before the 2nd Tuesday in September prior to the general Town election.

The Board of Supervisors of Elections shall appoint one of its members as chairman. It shall be the duty of the Board to: become familiar with State laws, Town ordinances and the Election Procedure Manual that guide the electoral process by attending relevant training at the State, County or municipal level; review supplemental voter registration lists and absentee voter lists, prepare the polling station and supervise the election; and tally the votes and report the election results to the sitting Board of Town Commissioners.

The Board of Supervisors of Elections may also appoint election judges to assist with carrying out an election. All election judges shall be registered voters of the Town, and the Board of Supervisors of Elections shall submit the names of all appointed election judges to the Town Clerk prior to the election.

The current Board of Supervisors of Elections are as follows:

**Yvonne Tucker
Joe Hourcle'
Evelyn Stephens
Patti Callicott
John Summerlot**

PROHIBITION OF ELECTIONEERING:

The Town of Upper Marlboro Board of Elections is prohibited from endorsing or campaigning for candidates who are running for a Town elected office. Board of Supervisors of Elections members shall not post candidates' election signage on property owned by the Board Members. This does not prevent another registered voter who lives with an election Board Member, or who lives on property owned by an election Board Member, from posting a candidate's sign.

No person may canvass, electioneer or post any campaign literature or material in a polling place or within a three hundred-foot radius from the entrance and exit of the building closest to that part of the building in which voting occurs: nor shall anyone linger, be or remain within said distance of three-hundred feet of the polls except election officials and peace officers, unless it be in approaching the polls to vote, or in passing along the streets in the usual and orderly manner of travel.

Electioneering means no canvassing, electioneering, campaigning, or posting of any campaign material within the zone. "Posting of any campaign material" includes wearing clothing: shirt, hat, sticker or button that indicates support of or opposition to any candidate, question, or political party if worn by any person allowed to remain in the "NO ELECTIONEERING" zone.

Electioneering does not apply to a voter going to vote in his or her polling place. A person on his or her way to vote may wear campaign paraphernalia or carry campaign literature if the voter leaves the zone promptly after voting.

Reference Town Ordinance 2001-2 An ordinance to regulate and provide for the conduct of voter registration, maintenance of registration records, conduct of elections, certification of election results and penalties related thereto.

CAMPAIGN SIGNS & MATERIALS: (Best Practices Not Covered By Town Charter)

The Town Clerk shall inform Town Commissioners candidates of the Town's campaign rules. Starting three weeks prior to election, campaign literature may be distributed, and campaign signs and posters may be displayed on private property, including the Town right-of-way, with the property owner's permission. Campaign signs shall:

- 1. Not be displayed until three (3) weeks prior to the election.**
- 2. Not create a public safety hazard.**
- 3. Be removed within two (2) days after the election.**
- 4. Not attached to utility poles or trees in the Town.**
- 5. Not displayed on Town property, with the exception of Election Day only.**

Campaign signs shall not obstruct traffic signs, sidewalks, streets or cause danger to public safety.

The Board of Supervisors of Elections, with advice from the Chief of Police, will determine if signs is a danger to public safety.

POLLING LOCATION & HOURS:

Polling will take place from 7:00 AM until 8:00 PM on Tuesday, January 25, 2022, at the following location:

Town of Upper Marlboro Town Hall: 14211 School Lane, Upper Marlboro, Maryland 20772

CANDIDATE FORMS FOR SUBMISSION:

- 1. Certification of Eligibility for Candidacy 2022: Affidavit of Candidate.**
- 2. Certificate of Nomination 2022 completed and signed by a minimum of ten (10) qualified voters.**



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Town of Upper Marlboro Certification of Eligibility for Candidacy 2022: Affidavit of Candidate

Full legal name of candidate: _____

Name to be placed on the ballot: _____

Address of legal residence: _____

Street Address

_____ Town

_____ State

_____ Zip Code

Phone number for use by Town Staff / Board of Supervisor of Elections: _____

Email address for use by Town Staff / Board of Supervisors of Elections: _____

Public Phone Number if, any, that Town Staff Members or Board of Supervisors of Elections may make available to the public and/or press if requested to reach you: _____

Public E-mail Address if, any, that Town Staff Members or Board of Supervisors of Elections may make available to the public and/or press if requested to reach you: _____

CANDIDATE AFFIDAVIT:

I, being now, or by the date of the election, a citizen of the United States, 25 years old, a resident of the Town of Upper Marlboro for at least two (2) years, and a qualified registered voter of the town, hereby request that my name be placed on the ballot for the February 22, 2022 election as a candidate. I swear under penalties of perjury that the above information is true and correct. I further authorize the Town of Upper Marlboro and / or its Board of Supervisors of Elections to take any and all steps necessary to validate this information.

Candidate Signature

Date



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CERTIFICATE OF NOMINATION

For the Town's General Election on Tuesday, February 22, 2022 to elect 1 resident as
Commissioners for a two-year term.

This form is due to the Town Clerk on or before Monday, February 7, 2022 • By Midnight

(please print)

❖ CANDIDATE NAME: _____ PHONE: _____

❖ CANDIDATE ADDRESS: _____ EMAIL: _____

Per the Town Charter, all candidates must obtain the signatures of at least ten (10) qualified Town voters:

	SIGNATURE	NAME (PRINT)	STREET ADDRESS	CITY & STATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

I, the below signed resident, hereby certify on the date printed below that I meet the qualifications for the above-stated office as contained in the Town Charter.

Candidate Signature _____ Date _____

Please do not write below this line, for use by the Board of Supervisors of Elections.

Qualified – The above signed resident is hereby certified by the Board of Elections to have met the qualifications for the above-stated office as contained in the Town Charter.

Not qualified – The above signed resident is hereby found to be unqualified for office because of the following reasons (*attach statement, if necessary*):

Date of Receipt: _____
Initials _____

The Town of Upper Marlboro, Board of Supervisors of Elections

By: _____

Printed Name: _____ Title: _____

Date: _____