



## CITY OF SALISBURY

115 S. Division Street, Salisbury, MD, 21801

### WORK SESSION

Government Office Building

125 N Division Street, Room 301, Salisbury, MD, 21801

Monday, August 19, 2024, 4:30 p.m.

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D'SHAWN M. DOUGHTY  
Council President

ANGELA M. BLAKE  
Council Vice President

APRIL R. JACKSON  
Councilwoman

MICHELE R. GREGORY  
Councilwoman

SHARON DASHIELL  
Councilwoman

*PUBLIC COMMENTS WILL BE HEARD AFTER EACH OF THE FOLLOWING ITEMS:*

**WCPS Community Schools Strategy** – Presented by Tara O’Barsky, M.Ed., Supervisor of Family, Community & Schools Programs

**Resolution** accepting the gift of the Heron Mural from the Salisbury Arts Alliance for relocation and revitalization – Arts, Business & Culture Director Allen Swiger

**Ordinance** authorizing the Mayor to enter into a contract with Maryland Humanities for the purpose of accepting grant funds in the amount of \$431.14 and to approve a budget amendment to the grant fund to appropriate these funds for Maryland Folk Festival programming – Arts, Business & Culture Director Allen Swiger

**Ordinance** approving a budget amendment of the City’s FY25 budget to accept and appropriate donated funds from the Community Foundation of the Eastern Shore Winter Wonderland of Lights fund to support the cost of the annual holiday lighting displays at the Salisbury City Park – Arts, Business & Culture Director Allen Swiger

**Ordinance** approving a budget amendment of the FY2025 General Fund Budget to appropriate funds to the Salisbury Fire Department – Fire Chief Rob Frampton

**Ordinance** approving an amendment of the City’s General Capital Project Fund Budget to provide additional funds for the Truitt Street Community Center expansion – Housing & Community Development Director Muir Boda

**Ordinance** to amend Chapter 12.04 of the City Code by adding Subchapter 12.04.080, which shall address the display of public art on city streets, sidewalks, and public places – Council President D’Shawn Doughty

**Resolutions and Ordinances** to amend sections of the Charter and Code relating to the City elections and the Election Board – Election Board Chair Susan Carey and City Attorney Ashley Bosché

ADMINISTRATION UPDATES AND COMMENTS

COUNCIL COMMENTS

ADJOURNMENT / CONVENE IN SPECIAL SESSION (approximately 5:30 p.m.)

Join Zoom Meeting

<https://us02web.zoom.us/j/88163253286?pwd=K3RtZUhUMHNucDRPU2IHbnROQzZVUT09>

Meeting ID: 881 6325 3286

Passcode: 812389

Phone: 1.301.715.8592

City Council Meetings are conducted in Open Session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b) by vote of the City Council.

*Posted 08/15/24*



# City of Salisbury

## MEMORANDUM

**To:** City Council  
**From:** Allen Swiger, ABCD Director  
**Subject:** Accept Donation of Heron Mural  
**Date:** 8/5/2024

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The Salisbury Art Alliance would like to donate the Heron Mural to the City of Salisbury with commitment from the City of Salisbury to relocate and revitalize the artwork.

The Heron Mural, currently viewable at 213 West Main St. in Downtown Salisbury, was created by artist James Thatcher and installed in June of 2014.

The City of Salisbury will relocate the mural and work with Mr. Thatcher to refresh the piece as needed.

Thank you for your time and do not hesitate to contact me should you have any questions.







# City of Salisbury

To: City Council  
From: Allen Swiger, ABCD Director, & Caroline O'Hare, Events and Culture Manager  
Date: 8/1/24  
Subject: Ordinance to Accept Grant Funds from Maryland Humanities

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Attached you will find a Budget Ordinance requesting the approval of a budget amendment to the FY2025 grant fund for the purpose of accepting funds in the amount of \$431.14 from the Maryland Center for the Book at Maryland Humanities.

These grant funds have been awarded to aid in programming costs at the 2024 Maryland Folk Festival to highlight the 2024 Maryland One Maryland One Book selection, *What Storm, What Thunder*.

Thank you for your time and consideration for this request. Do not hesitate to contact me should you need additional information.



37 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication  
38 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other  
39 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

40 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as  
41 if such recitals were specifically set forth at length in this Section 5.

42 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.

43 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City  
44 of Salisbury held on the \_\_ day of \_\_\_\_\_, 2024 and thereafter, a statement of the substance of  
45 the Ordinance having been published as required by law, in the meantime, was finally passed by the Council  
46 of the City of Salisbury on the \_\_ day of \_\_\_\_\_, 2024.

47 ATTEST:

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49 \_\_\_\_\_  
50 Julie A. English, City Clerk

\_\_\_\_\_   
D'Shawn M. Doughty, City Council President

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54 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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58 \_\_\_\_\_  
Randolph J. Taylor, Mayor

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# City of Salisbury

## MEMORANDUM

**To:** City Council  
**From:** Allen Swiger, ABCD Director  
**Subject:** Accept Donation from Community Foundation of the Eastern Shore  
**Date:** 07/29/2024

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The City of Salisbury's Arts, Business and Culture Department has notified the Community Foundation of the Eastern Shore of its desire to obtain \$1,700.00 from the City of Salisbury-Winter Wonderland of Lights Committee Fund to:

- Support the cost of the annual holiday lighting display at Salisbury City Park
- Rehabilitate the existing light structures with fresh paint
- Purchase new light bulbs and control modules for light displays
- Purchase electrical supplies related to city park light installation
- Offset labor costs associated with the rehabilitation of displays

Thank you for your time and do not hesitate to contact me should you have any questions.





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**ATTEST:**

\_\_\_\_\_  
Julie A. English, City Clerk

\_\_\_\_\_  
D'Shawn M. Doughty, City Council President

APPROVED BY ME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Randolph J. Taylor, Mayor



# City of Salisbury

To: Andy Kitzrow, City Administrator

From: Rob Frampton, Fire Chief

Date: 7/15/2024

Re: Fire Station #1 Kitchen Remodel

In the Fall of 2023, the department conducted a vehicle surplus sale on GovDeals for the sale of Truck 2 and Brush 16. The sales closed and the City received a total of \$238,187.50 from the successful bidders. On January 3, 2024, Ordinance #2841 was passed that appropriated the funds from the sale of the vehicles to various projects and accounts that were much needed within the FD to allow for continued operations and facility repairs/upgrades. One of these projects was the renovation of the kitchen area at Fire Station 1 and \$142k was allotted for the design and build. The kitchen at Station 1, when re-designed in 2004, was not built for an engine and ambulance crew to be there 24/7/365. Therefore, residential grade cabinets, countertops, and appliances were installed at that time. With the exponential growth of the department since 2004, there is now a fire and EMS crew there with a minimum of five people, 24/7/365. The FD has a desperate need to upgrade this kitchen with commercial cabinets, countertops, and appliances and felt that using a portion of the funds collected from the sale of the apparatus was the fiscally responsible thing to do with those funds.

FD staff worked with Procurement in January 2024 to develop and issue an RFP for the kitchen renovation at Fire Station 1. RFP 24-103 was created and listed on the City's Procurement Portal in late January. Proposals were opened on February 28, 2024 and we only received one proposal that came in at \$90k. The initial proposal was missing some information, but we felt it was responsible to allow the contractor to provide the requested information after submittal. On March 13, 2024, Procurement and FD staff met with the contractor at Sta. 1 to review the project and discuss the missing information. On March 22, 2024, the contractor provided the additional information. After internal discussions, Procurement and FD Staff were not comfortable with awarding the bid to the contractor and the contractor was notified of such on April 1, 2024.

The project was then further delayed because of the on-going collective bargaining agreement negotiations and the outcome of them, financially, being unknown. This further delayed the re-bid of the kitchen renovation project. Due to time constraints and approaching the end of the Fiscal Year, Procurement and FD staff decided to reach out to two contractors that have been vetted and approved by Wicomico County, whose pricing we could piggyback on. One of the contractors failed to respond to our request; however, we were able to set up a

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Salisbury Fire Department  
325 Cypress St.  
Salisbury, MD 21801  
410-548-3120  
www.salisbury.md



meeting with the second contractor in mid-May. This contractor provided us their quote on May 31<sup>st</sup>, which was more than double the first contractor's bid. At this point, FD staff felt that it was not fiscally responsible to proceed with this contractor, even though we would not be able to re-bid this project before the end of the Fiscal Year.

It was discussed internally, that we would allow for the funds to be returned to the General Surplus Fund at the end of FY24 per City Charter and come before Council in early FY25 to request the \$142k be returned to our Buildings account; so that we may re-bid the kitchen renovation project in FY25 and hopefully get a more fiscally responsible quote from a qualified contractor.

I am asking for the support of the Mayor, City Council, and yourself in allocating the funds that were given back to the City at the end of FY24 and allowing us to proceed with a more fiscally responsible approach to completing the long overdue kitchen renovation.

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**ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A  
BUDGET AMENDMENT OF THE FY2025 GENERAL FUND BUDGET TO  
APPROPRIATE FUNDS TO THE SALISBURY FIRE DEPARTMENT.**

**WHEREAS**, the Salisbury Fire Department has a need to renovate the undersized and outdated kitchen at Fire Station #1; and

**WHEREAS**, there was sufficient funding in the FY2024 budget to complete the necessary kitchen renovation; and

**WHEREAS**, the Salisbury Fire Department and Department of Procurement solicited proposals from contractors and met with contractors to create a design and build project for the kitchen renovation during the FY2024 Fiscal Year; and

**WHEREAS**, the time constraints and Fiscal Year calendar requirements set forth in the City Charter precluded the Salisbury Fire Department from completing the successful project bid to a qualified contractor that was fiscally responsible and prudent and, consequently, these funds were returned to the City's Surplus Account at the end of FY2024; and

**WHEREAS**, the Salisbury Fire Department still has a need to complete the kitchen remodel at Fire Station #1 and needs the funding re-allocated for successful completion of the project; and

**WHEREAS**, the budget amendment as provided herein must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 1.** The City of Salisbury's Fiscal Year 2025 General Fund Budget be and is hereby amended as follows:

- (a) Increase the Current Year Surplus Account (01000-469810) by \$142,000; and
- (b) Increase the Salisbury Fire Department's Buildings Account (24035-534301) by \$142,000.

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

**Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

**Section 4.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 4.

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**Section 5.** This Ordinance shall take effect from and after the date of its final passage.

**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the XX<sup>th</sup> day of XXXX, 2024 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the XX day of XXXX, 2024.

**ATTEST:**

\_\_\_\_\_  
**Julie A. English, City Clerk**

\_\_\_\_\_  
**D'Shawn M. Doughty, City Council President**

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Randolph J. Taylor, Mayor**



**To: Salisbury City Council**

**CC: Randy Taylor, Andy Kitzrow, Julie English**

**From: Muir Boda, Director of Housing & Community Development**

**Subject: Budget Amendment Truitt Street Community Center Construction Project**

**Date: August 13, 2024**

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Council,

The Truitt Street Community Center construction project is nearing completion, and we need additional funding to complete it. We have overcome several challenges throughout this project that saw cost increases and delays, but we are approaching the finish line.

We funded \$27,500 for the deck and relocation of HVAC at the existing building from unused FY24 HCDD monies before the June 30, 2024 deadline. However, several quotes were not received in time for us to place purchase order encumbrances before that deadline. The following items are needed to fund for completion:

- Painting
- Doors (Interior)
- Windows (Interior)
- Appliances
- Shelving

If Council has any questions or concerns, please feel free to reach out.

Muir Boda  
Director HCDD



Housing & Community Development Department  
207 W. Main St, Suite 102 Salisbury, MD 21801





48 ATTEST:

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\_\_\_\_\_  
**Julie A. English, City Clerk**

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**D'Shawn M. Doughty, City Council President**

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Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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**Randolph J. Taylor, Mayor**

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47 **Section 1.** Subchapter 12.04.080. shall be added to Chapter 12.04 as follows:

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49 **12.04.80 – Display of public art on City Streets, Sidewalks, and Public Places.**

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51 **A. The following terms shall have the meanings ascribed below for purposes of this**  
52 **Chapter:**

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54 a. **“Public Art” shall mean an original site-specific Artwork in any media,**  
55 **existing in a single copy or in a limited edition, produced by an artist or by**  
56 **a team of artists, and conceived and executed with the intention of being**  
57 **staged in the physical public domain, usually outside and accessible to all.**  
58 **Public Art shall not include matters involving commercial and residential**  
59 **real estate development, including architecture.**

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61 b. **“Artwork” shall mean a work that is created under the direction of an**  
62 **artist or artists to be beautiful or express an important idea or feeling,**  
63 **produced in any form or media, of permanent or temporary duration, and**  
64 **existing in a single copy or limited edition.**

65  
66 **B. All public art installed on City streets, sidewalks, and public places shall first be**  
67 **reviewed by the Public Art Committee and shall be approved by Mayor and**  
68 **Council. Once installed, no Public Art shall be removed, altered or changed**  
69 **without the prior review of the Public Art Committee and approval of Mayor and**  
70 **Council.**

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72 **C. Installation, maintenance, alteration, refinishing and moving of public art shall**  
73 **be done in consultation with the artist or artists whenever feasible.**

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75 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY**  
76 **OF SALISBURY, MARYLAND, as follows:**

77  
78 **Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each  
79 provision of this Ordinance shall be deemed independent of all other provisions herein.

80  
81 **Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury that  
82 if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged  
83 invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law,  
84 such adjudication shall apply only to the section, paragraph, subsection, clause or provision so  
85 adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and  
86 enforceable.

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88 **Section 4.** The recitals set forth hereinabove are incorporated into this section of the  
89 Ordinance as if such recitals were specifically set forth at length in this Section 4.  
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**Section 5.** This Ordinance shall take effect from and after the date of its final passage.

**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**ATTEST:**

\_\_\_\_\_  
**Julie A. English, City Clerk**

\_\_\_\_\_  
**D'Shawn M. Doughty, City Council President**

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Randolph J. Taylor, Mayor**



# City of Salisbury

TO: City Council  
FROM: Julie English, City Clerk  
SUBJECT: Election Board changes to Charter and Code  
DATE: August 14, 2024

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The Election Board met in open session during the months of December through July with City Attorney Ashley Bosché and the Clerk's Office to discuss amendments to the Charter and Code. The amendments include changes to the following:

- Charter Amendments
  - § SC1-1
  - § SC2-2
  - § SC3-2
  - § SC6-6
  - § SC6-9
  
- Code Amendment
  - Chapter 1.08
  - Chapter 1.12

The Election Board would like Council to consider forwarding the above referenced legislation to legislative agenda for approval.



43 a municipal corporation. The repealing of the former Section 258 of Article 23 of the Code  
44 of Public Local Laws of Maryland (1930 Edition) and the enactment of this new section  
45 shall not be construed as terminating the existence of the corporation known as the "Mayor  
46 and Council of Salisbury" and creating a new corporation by the name of the "City of  
47 Salisbury," but shall be construed as continuing the existence of the corporation known as  
48 the "Mayor and Council of Salisbury" and changing its name to that of the "City of  
49 Salisbury." All references to the "City," "city," or "Salisbury" in this Charter or the  
50 Salisbury Municipal Code shall mean the "City of Salisbury."

51 **Section 2.** With the aforementioned proposed Charter amendment, § SC1-1 of the Charter

52 would read:

53 The inhabitants of the City of Salisbury, in Wicomico County, Maryland, are hereby  
54 constituted a body corporate by the name of the "City of Salisbury," and by that name  
55 shall have perpetual succession, sue and be sued, have and use a common seal which may  
56 be altered at pleasure and have all powers and privileges incident to or that may attach to  
57 a municipal corporation. The repealing of the former Section 258 of Article 23 of the Code  
58 of Public Local Laws of Maryland (1930 Edition) and the enactment of this new section  
59 shall not be construed as terminating the existence of the corporation known as the "Mayor  
60 and Council of Salisbury" and creating a new corporation by the name of the "City of  
61 Salisbury," but shall be construed as continuing the existence of the corporation known as  
62 the "Mayor and Council of Salisbury" and changing its name to that of the "City of  
63 Salisbury." All references to the "City," "city," or "Salisbury" in this Charter or the  
64 Salisbury Municipal Code shall mean the "City of Salisbury."

65 **Section 3.** Pursuant to MD Code, Local Government, § 4-304, a public hearing on this  
66 Resolution, providing for the amendment of the City of Salisbury's Charter as set forth herein,  
67 shall be and hereby is scheduled for \_\_\_\_\_ at 6:00 p.m.

68 **Section 4.** Pursuant to the City of Salisbury's Charter § SC21-2 and MD Code, Local  
69 Government, § 4-304, the City shall post a complete and exact copy of this Charter Amendment  
70 at the City Government Building for at least forty (40) days after the passage of this Resolution  
71 and advertise a fair summary of this Resolution in a newspaper of general circulation in the City  
72 at least four times at weekly intervals and within forty days after the Resolution has been adopted.

73 **Section 5.** The title of this Resolution shall be deemed a fair summary of the amendments  
74 provided herein for public and all other purposes.







43 twenty-one (21) years of age and shall be qualified registered voters of the City. The City  
44 of Salisbury Election Board shall be the judge of the qualifications of candidates for City  
45 Council.

46 **Section 2.** With the aforementioned proposed Charter amendment, § SC2-2 of the Charter  
47 would read:

48 Councilmembers must have been domiciled in the City of Salisbury for at least one (1)  
49 year immediately preceding their election and the Councilmembers from each District  
50 shall be domiciled in the boundaries of the District from which they are to be elected on  
51 the date of filing for election and must continue to be domiciled therein during the term  
52 to which they are elected, must be at least twenty-one (21) years of age and shall be  
53 qualified registered voters of the City. The City of Salisbury Election Board shall be the  
54 judge of the qualifications of candidates for City Council.

55 **Section 3.** Pursuant to MD Code, Local Government, § 4-304, a public hearing on this  
56 Resolution, providing for the amendment of the City of Salisbury’s Charter as set forth herein,  
57 shall be and hereby is scheduled for \_\_\_\_\_ at 6:00 p.m.

58 **Section 4.** Pursuant to the City of Salisbury’s Charter § SC21-2 and MD Code, Local  
59 Government, § 4-304, the City shall post a complete and exact copy of this Charter Amendment  
60 at the City Government Building for at least forty (40) days after the passage of this Resolution  
61 and advertise a fair summary of this Resolution in a newspaper of general circulation in the City  
62 at least four times at weekly intervals and within forty days after the Resolution has been adopted.

63 **Section 5.** The title of this Resolution shall be deemed a fair summary of the amendments  
64 provided herein for public and all other purposes.

65 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**  
66 **SALISBURY:**

67 **Section 6.** This Resolution shall take effect on the fiftieth day after the Resolution is  
68 adopted, subject to the right of referendum.

69 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**  
70 **SALISBURY:**





40            **Section 2.** With the aforementioned proposed Charter amendment, § SC3-2 of the Charter  
41 would read:

42            The Mayor must have been domiciled in the City of Salisbury for at least one (1) year  
43 immediately preceding his or her election, must be at least twenty-one (21) years of age  
44 and must be a qualified registered voter of the city.

45            **Section 3.** Pursuant to MD Code, Local Government, § 4-304, a public hearing on this  
46 Resolution, providing for the amendment of the City of Salisbury’s Charter as set forth herein,  
47 shall be and hereby is scheduled for \_\_\_\_\_ at 6:00 p.m.

48            **Section 4.** Pursuant to the City of Salisbury’s Charter § SC21-2 and MD Code, Local  
49 Government, § 4-304, the City shall post a complete and exact copy of this Charter Amendment  
50 at the City Government Building for at least forty (40) days after the passage of this Resolution  
51 and advertise a fair summary of this Resolution in a newspaper of general circulation in the City  
52 at least four times at weekly intervals and within forty days after the Resolution has been adopted.

53            **Section 5.** The title of this Resolution shall be deemed a fair summary of the amendments  
54 provided herein for public and all other purposes.

55            **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**  
56 **SALISBURY:**

57            **Section 6.** This Resolution shall take effect on the fiftieth day after the Resolution is  
58 adopted, subject to the right of referendum.

59            **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**  
60 **SALISBURY:**

61            **Section 7.** It is the intention of the Council of the City of Salisbury that each provision of  
62 this Resolution shall be deemed independent of all other provisions herein.

63            **Section 8.** It is further the intention of the Council of the City of Salisbury that if any  
64 section, paragraph, subsection, clause, or provision of this Resolution shall be adjudged invalid,

65 unconstitutional, or otherwise unenforceable under applicable Maryland or federal law, such  
66 adjudication shall apply only to the section, paragraph, subsection, clause, or provision so  
67 adjudged and all other provisions of this Resolution shall remain and shall be deemed valid and  
68 enforceable.

69 **Section 9.** The Recitals set forth hereinabove are incorporated into this section of this  
70 Resolution as if such recitals were specifically set forth at length in this Section 9.

71 **THE ABOVE RESOLUTION** was introduced and read and passed at the regular  
72 meeting of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_, 2024.

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74 \_\_\_\_\_  
75 Julie A. English, D'Shawn M. Doughty,  
76 City Clerk City Council President

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78 APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2024.

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81 \_\_\_\_\_  
82 Randolph J. Taylor, Mayor  
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41 No person shall be a candidate for any public office in the government of the City  
42 of Salisbury unless he or she shall file a certificate of nomination with the City  
43 Clerk on or before 4:30 p.m. on the eleventh Tuesday prior to the date for the  
44 general election. The certificate of nomination *shall be filed under oath and* shall  
45 contain the person's name, address, the name of the office the person is seeking, a  
46 statement that the person is qualified to be a candidate for that office and the  
47 signature of the person. No person shall file a nomination to more than one (1)  
48 elective city office or hold more than one (1) elective city office at one time.

49 **Section 2.** With the aforementioned proposed Charter amendment, § SC6-6 of the Charter

50 would read:

51 No person shall be a candidate for any public office in the government of the City  
52 of Salisbury unless he or she shall file a certificate of nomination with the City  
53 Clerk on or before 4:30 p.m. on the eleventh Tuesday prior to the date for the  
54 general election. The certificate of nomination shall be filed under oath, and shall  
55 contain the person's name, address, the name of the office the person is seeking, a  
56 statement that the person is qualified to be a candidate for that office and the  
57 signature of the person. No person shall file a nomination to more than one (1)  
58 elective city office or hold more than one (1) elective city office at one time.

59 **Section 3.** It is proposed and recommended that § SC6-9 be amended to add the

60 underscored and italicized language:

61 § SC6-9. – Election of Mayor and Council.

62 The voters of the City shall, on the first Tuesday in November in the year 2023 and  
63 in each fourth year thereafter, elect a Mayor, whose term of office shall be for four  
64 (4) years and until his or her successor is elected and qualified, and five  
65 Councilmembers, whose terms of office shall be for four years until their successors  
66 are elected and qualified.

67 All elections shall be held and conducted in accordance with the provisions of this  
68 Charter, the City Code, and applicable ordinances, which may include provisions  
69 for early voting, *and in accordance with Maryland State law and regulations.*

70 **Section 4.** With the aforementioned proposed Charter amendment, § SC6-9 of the Charter

71 would read:

72 The voters of the City shall, on the first Tuesday in November in the year 2023 and  
73 in each fourth year thereafter, elect a Mayor, whose term of office shall be for four  
74 (4) years and until his or her successor is elected and qualified, and five



75 Councilmembers, whose terms of office shall be for four years until their successors  
76 are elected and qualified.

77 All elections shall be held and conducted in accordance with the provisions of this  
78 Charter, the City Code, and applicable ordinances, which may include provisions  
79 for early voting, and in accordance with Maryland State law and regulations.

80 **Section 5.** It is proposed and recommended that Article VI of the Charter be amended to  
81 add a new section designated “§ SC6-16. – Write-in Campaigns” by adding the following  
82 underscored and italicized language:

83 § SC6-16. - Write-in Campaigns.

84  
85 An individual who seeks election for any public office in the government of the City of  
86 Salisbury as a write-in candidate shall file a certificate of nomination with the City Clerk  
87 in the form and by the deadline as required by Maryland State law and regulation. Any  
88 write-in campaign and voting for a write-in candidate shall be governed by Maryland  
89 State law and regulation.

90 **Section 6.** It is proposed and recommended that Article VI of the Charter be amended to  
91 add a new section designated “§ SC6-17. – Certificates of Withdrawal” by adding the following  
92 underscored and italicized language:

93 § SC6-17. – Certificates of Withdrawal

94  
95 An individual who has filed a certificate of nomination may withdraw the candidacy by  
96 filing a Certificate of Withdrawal on the form prescribed by the City of Salisbury Election  
97 Board within the time prescribed by the board.

98  
99 **Section 7.** Pursuant to MD Code, Local Government, § 4-304, a public hearing on this  
100 Resolution, providing for the amendment of the City of Salisbury’s Charter as set forth herein,  
101 shall be and hereby is scheduled for \_\_\_\_\_ at 6:00 p.m.

102 **Section 8.** Pursuant to the City of Salisbury’s Charter § SC21-2 and MD Code, Local  
103 Government, § 4-304, the City shall post a complete and exact copy of this Charter Amendment  
104 at the City Government Building for at least forty (40) days after the passage of this Resolution

105 and advertise a fair summary of this Resolution in a newspaper of general circulation in the City  
106 at least four times at weekly intervals and within forty days after the Resolution has been adopted.

107 **Section 9.** The title of this Resolution shall be deemed a fair summary of the amendments  
108 provided herein for public and all other purposes.

109 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**  
110 **SALISBURY:**

111 **Section 10.** This Resolution shall take effect on the fiftieth day after the Resolution is  
112 adopted, subject to the right of referendum.

113 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**  
114 **SALISBURY:**

115 **Section 11.** It is the intention of the Council of the City of Salisbury that each provision  
116 of this Resolution shall be deemed independent of all other provisions herein.

117 **Section 12.** It is further the intention of the Council of the City of Salisbury that if any  
118 section, paragraph, subsection, clause, or provision of this Resolution shall be adjudged invalid,  
119 unconstitutional, or otherwise unenforceable under applicable Maryland or federal law, such  
120 adjudication shall apply only to the section, paragraph, subsection, clause, or provision so  
121 adjudged and all other provisions of this Resolution shall remain and shall be deemed valid and  
122 enforceable.

123 **Section 13.** The Recitals set forth hereinabove are incorporated into this section of this  
124 Resolution as if such recitals were specifically set forth at length in this Section 13.

125 **THE ABOVE RESOLUTION** was introduced and read and passed at the regular  
126 meeting of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Julie A. English,  
City Clerk

---

D'Shawn M. Doughty,  
City Council President

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2024.

---

Randolph J. Taylor, Mayor



51 ~~finance. ; specifically including the following duties~~ **The duties of the city board shall include, but are**  
52 **not limited to:**

- 53 A. ~~Observe~~ **Observing** polls;
- 54 B. ~~Observe~~ **Observing** opening of mail-in ballots;
- 55 C. ~~Hearing~~ **Hearing** contests concerning voting and the validity of any ballot; ~~and~~
- 56 D. ~~Ensure~~ **Ensuring** compliance with campaign advertising and finance as described in Chapter  
57 1.12 of the Code- ~~and~~
- 58 E. **Hearing complaints of alleged violations of the City Charter and Code governing elections,**  
59 **qualifications for office, and campaign advertising and finance.**

60  
61  
62 **Section 2.** Chapter 1.08.220 of the Salisbury City Code, entitled “Application for mail-in ballots.”  
63 is amended as follows:

64 **1.08.220 - Application for mail-in ballots.**

65 Except as provided in Section 1.08.190, a qualified voter desiring to vote at any election  
66 as a mail-in voter shall make application in writing for to the county board for a mail-in  
67 ballot, which application must be received not later than the ~~Tuesday preceding the~~  
68 ~~election~~ **deadline set by current Maryland State law and regulation for mail-in**  
69 **ballots to be received by mail, fax, or Internet.** The application shall contain an  
70 affidavit, which need not be under oath but which shall set forth such information, under  
71 penalty of perjury, as may be required by the county board.

72 **Section 3.** Chapter 1.08.280 of the Salisbury City Code, entitled “Canvassing of ballots.” is  
73 amended as follows:

74 **1.08.280 Canvassing of ballots.**

- 75 A. Opening or Unfolding Ballots. The county board shall not open or unfold any mail-  
76 in ballot at time prior to the closing of the polls.
- 77 B. Duties of County Board.
  - 78 1. Subject to the provisions of subsection (B)(2) of this section, at any time  
79 after ~~four p.m.~~ **ten a.m.** on the Wednesday following election day and not  
80 later than the canvass of the votes cast at the regular voting places in the  
81 city at any election, the county board shall meet at the usual offices of the  
82 county board and shall proceed to count, certify and canvass the mail-in  
83 ballots contained in the ballot envelopes. Each board of canvassers shall  
84 keep the ballots safe from tampering until the canvass is completed. The  
85 county board shall take all appropriate and feasible steps to protect the  
86 privacy of all mail-in ballots.
  - 87 2. The canvass may not be completed until all mail-in ballots that have been  
88 received timely have been counted.
- 89 C. Timely Receipt and Ballot.
  - 90 1. Except as provided in subsection D of this section, a ballot shall be  
91 considered as received timely, provided:
    - 92 a. It has been received by the county board prior to closing of the  
93 polls on election day; or

- 94                           b.       It was mailed on or before election day; or
- 95                           c.       The United States Postal Service, an army post office, a fleet post
- 96                           office, or the postal service of any other county, has provided
- 97                           verification of that fact by affixing a mark so indicating on the
- 98                           covering envelope; and
- 99                           d.       The county board receives the ballot from the United States Postal
- 100                           Service not later than ~~four p.m.~~ **ten a.m.** on the second Friday
- 101                           following election day.

- 102                           2.       Except as provided in subsection D of this section, any ballot received after
- 103                           the deadline established in this subsection may not be counted.

104       D.   Ballots Received from Locations Outside United States.

- 105                           1.       In a primary, general or special election, a ballot received from a location
- 106                           outside the United States shall be considered as received timely provided:

- 107                           a.       It has been received by the county board from the United States Postal
- 108                           Service not later than ~~four p.m.~~ **ten a.m.** on the second Friday following
- 109                           the election day; and

- 110                           b.       It was mailed before election day; and

111                                       The United States Postal Service, an army post office, a fleet post

112                                       office, or the postal service of any other country, has provided verification

113                                       to that fact by affixing a mark so indicating on the covering envelope.

- 114                           2.       Any ballot received by mail after the deadline established in this subsection
- 115                           may not be counted.

- 116                           3.       The commencement of the counting and canvassing process may not be
- 117                           delayed to await receipt of ballots under this subsection.

- 118                           4.       For the purposes of this subsection, "United States" includes several states,
- 119                           the District of Columbia, the Commonwealth of Puerto Rico and the Virgin
- 120                           Islands but does not include American Samoa, Guam, the Trust Territory of
- 121                           the Pacific Islands, any other territory or possession of the United States, an
- 122                           army post office address or a fleet post office address.

- 123       E.   Voter's Affidavit. For the purposes of subsections C and D of this section, a voter's
- 124                           affidavit that the ballot was completed and mailed before election day shall suffice if
- 125                           the postal service of the country from which the ballot was mailed does not provide a
- 126                           postmark on that ballot.

127       F.   Procedure Generally.

- 128                           1.       A ballot may not be rejected by the city board except by the unanimous vote
- 129                           of the entire city board.

- 130                           2.       If the intent of the voter is not clearly demonstrated, only the vote for that
- 131                           office or question shall be rejected.

- 132                           3.       If the board of canvassers determines a ballot is intentionally marked with an
- 133                           identifying mark the entire ballot shall not be counted.

- 134                           4.       Any ballot received by mail after the deadlines established in subsections C
- 135                           and D of this section may not be counted.

- 136 5. Mail-in ballots may not be separately disclosed or reported by precinct.
- 137 6. All voters' applications, affidavits, certifications, ballot envelopes and ballots
- 138 shall be kept separate and apart from ballots cast at the regular voting places
- 139 and retained after the date of election at which they were cast for the time
- 140 required by federal law, unless prior to that time, the county board is ordered
- 141 by a court of competent jurisdiction, to keep the same for any longer period.
- 142 7. The county board may appoint such numbers of temporary judges as it may
- 143 deem necessary to adequately and promptly carry out the provisions of this
- 144 section.
- 145 G. Ballot Voted for Person Who Has Ceased to Be a Candidate. Any mail-in ballot voted
- 146 for a person who has ceased to be a candidate shall not be counted for such candidate
- 147 but such vote shall not invalidate the remainder of such ballot.
- 148 H. Ballot Delivered to Wrong Board. If a mail-in ballot envelope is delivered to the
- 149 wrong board, such board shall immediately send said ballot envelope unopened,
- 150 unmarked and unchanged in any way to the proper board or to the city clerk.
- 151 I. Voter Dying Before Election Day. Whenever the county board determines from proof
- 152 or investigation that any person who has marked and transmitted or deposited in
- 153 person with the board a mail-in ballot, under the provisions of this chapter, has died
- 154 before election day, the county board shall not count the ballot of the deceased voter.
- 155 J. Place Ballot in Ballot Box and Entry in Registry—More than One Ballot in
- 156 Envelope—Marking Ballots.
- 157 1. If the county board determines that the provisions for filling out and
- 158 signing the oath on the outside of the ballot envelope have been substantially
- 159 complied with and that the person signing the voter's oath is entitled to vote under
- 160 this chapter in any city election and has not already voted therein on election day,
- 161 it shall open the ballot envelope and remove the ballot therefrom and the ballot
- 162 shall be placed by the county board in a secure place to which the public has no
- 163 access.
- 164 2. If there be more than one ballot in the ballot envelope, all shall be rejected
- 165 except when two elections are held on the same day and a voter is voting in both
- 166 elections and the voter returns both mail-in ballots in the ballot envelope provided.
- 167 3. Mail-in ballots may be marked by the pencil taped on the mail-in ballot.
- 168 K. More than One Ballot Received from Same Person. If the county board receives from
- 169 the same person prior to the deadline for receipt of mail-in ballots more than one mail-
- 170 in ballot, it shall count, certify and canvass only the mail-in ballot contained in the
- 171 ballot envelope on which the voter's oath was first executed and if the oath on two or
- 172 more of the ballot envelopes containing mail-in ballots are dated the same, or if both
- 173 are undated, none of the ballots received from such person shall be counted.

174 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**

175 **SALISBURY, MARYLAND,** as follows:

176 **Section 4.** It is the intention of the Mayor and Council of the City of Salisbury that each provision

177 of this Ordinance shall be deemed independent of all other provisions herein.

178 **Section 5.** It is further the intention of the Mayor and Council of the City of Salisbury that if any

179 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,

180 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication

181 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other  
182 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

183 **Section 6.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as  
184 if such recitals were specifically set forth at length in this Section 6.

185 **Section 7.** This Ordinance shall take effect from and after the date of its final passage.

186 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City  
187 of Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 and thereafter, a statement of the substance of  
188 the Ordinance having been published as required by law, in the meantime, was finally passed by the Council  
189 of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

190

191 **ATTEST:**

192

193

194 \_\_\_\_\_  
**Julie A. English, City Clerk**

\_\_\_\_\_ **D'Shawn M. Doughty, City Council President**

195

196 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

197

198

199 \_\_\_\_\_  
**Randolph J. Taylor, Mayor**





45 **1.12.010 Advertising.**

- 46 A. A person, candidate, campaign manager, treasurer, partisan organization or political  
47 committee, including political clubs, or party committee may not expend any money for  
48 printing, publication or broadcasting of any political matter whatsoever, unless the matter  
49 purports on its face to be paid political advertisement and printed, published or broadcast by  
50 authority of the person, campaign manager or treasurer for the named candidate, partisan  
51 organization, party committee or political committee, including political clubs.  
52
- 53 B. Requirements of subsection A of this section shall apply to any individual, group, or  
54 committee promoting passage or defeat of any petition for a referendum or the passage or  
55 defeat of a referendum submitted to a vote at any city election.  
56

57

58 **1.12.020 Books, records and receipts.**

- 59 A. Every candidate for the office of mayor or city council for the city or any group promoting  
60 the passage or defeat of a petition or referendum shall appoint a treasurer who shall have the  
61 responsibility of maintaining detailed, full and accurate accounts in a proper book or books  
62 to be called "account books." The account books shall contain a detailed record of  
63 contributions, monies, loans (including personal contributions, loans and monies) or valuable  
64 things received, including the date each contribution was received and the name and address  
65 of each contributor. The account books shall also contain a detailed record of all  
66 disbursements made by the candidate or his or her representative acting on his or her behalf,  
67 or group, as the case may be.  
68
- 69 B. Account books shall be maintained by the candidate or his or her representative for at least  
70 one year following the date of the general election.  
71
- 72 **C. All campaign funds must be deposited into one account opened with a financial**  
73 **institution and such funds shall not be commingled with any other funds or accounts and**  
74 **shall not be used for any personal use, which is an obligation or expense of any person that**  
75 **would exist irrespective of the campaign of a candidate.**  
76

77

78 **1.12.030 Campaign contributions.**

- 79 A. **A campaign contribution may be a gift, money, loan that is forgiven or anything of value**  
80 **given to influence an election by either supporting or defeating a candidate.** No candidate  
81 for mayor or for member of the city council shall receive campaign contributions in excess  
82 of ~~two hundred fifty dollars (\$250.00)~~ **five hundred dollars (500.00)** per individual or entity  
83 per campaign ~~in cash and/or for in-kind services of a commercial nature.~~  
84
- 85 B. The contributions or loans of a candidate or the candidate's spouse to the candidate's own  
86 campaign are not subject to the limitations of subsections A and C, but must pass through the  
87 hands of the candidate's treasurer and be reported as required in other provisions of this  
88 chapter. Personal expenses of the candidate for filing fees, telegrams, telephoning, travel and  
89 board, shall not be considered contributions if paid for by the candidate or the candidate's  
90 spouse.

- 91  
92 C. No loan may be made to the campaign of a candidate or accepted on behalf of the campaign,  
93 without express written consent of the candidate. Written consent constitutes the personal  
94 guaranty of the candidate for repayment of the loan, ~~only if it expressly so provides~~. The  
95 aggregate amount of all outstanding loans to the campaign of a candidate shall not exceed  
96 ~~five hundred dollars (\$500.00)~~ **one thousand dollars (\$1,000.00)** per campaign. A loan shall  
97 not be forgiven in an amount in excess of ~~two hundred fifty dollars (\$250.00)~~ **five hundred**  
98 **dollars (\$500.00)**. **A loan to a candidate that is forgiven is considered a campaign**  
99 **contribution and is subject to the maximum contribution limit. Any loan that is not**  
100 **forgiven shall be repaid by the deadline for filing the final campaign finance report as**  
101 **set forth in 1.12.040.B.** Subsection B is an exclusion to the requirements of this subsection.  
102  
103 D. Contributions of in-kind services of a commercial nature shall be valued at a rate  
104 commensurate with the cost of purchasing similar materials or services.  
105  
106 E. All campaign contributions shall be received by the date of the general election. Any  
107 campaign contributions received after the date of the general election shall be returned to the  
108 contributor.  
109  
110

111 **1.12.35 Campaign transfers.**

112 **A transfer is a monetary contribution made by one political committee to another. A political**  
113 **committee shall not transfer more than \$500 to another political committee per campaign.**  
114  
115

116 **1.12.040 Campaign finance report to be filed by the candidate or treasurer.**

- 117 A. The candidate and/or treasurer shall file a complete and accurate campaign finance report  
118 detailing the contents of the account books no later than ~~seven~~ **twenty-one** days prior to the  
119 general election. The campaign finance report shall include, but not be limited to, the name,  
120 address, amount of contribution and the date all contributions were received. Contributions  
121 of in-kind materials or services shall be valued as stated in Section 1.12.020(B). Each  
122 campaign finance report filed shall also contain a full and complete record of expenses and  
123 list any expenses incurred by not yet paid.  
124  
125 B. A final ~~disclosure statement~~ **campaign finance report** shall be filed no later than forty-five  
126 (45) days after the date of the general election. After payment of all campaign expenditures,  
127 any surplus funds shall be paid by the treasurer to either:  
128  
129 1. The City of Salisbury to help defray the expenses of the election;  
130  
131 2. A charitable organization as defined in the Annotated Code of Maryland, Business  
132 Regulation Article, Title 6 as amended from time-to-time; or  
133  
134 3. A political club, committee, or party of the candidate's choice.  
135

136 ~~C. No campaign finance report shall be required if the contributions received total less than six~~  
137 ~~hundred dollars (\$600.00) for the election; however, a statement under oath shall be filed by~~  
138 ~~the candidate and treasurer that no campaign finance report is required pursuant to this~~  
139 ~~section. Such statement, if applicable, shall be filed seven days prior to the general election.~~  
140

141 **C.** Each campaign finance report shall include a representation certifying under oath that the  
142 contents of the statement are true and correct and shall be signed by the candidate and  
143 treasurer.  
144

145 **D.** The foregoing provisions shall also apply to unsuccessful candidates.  
146  
147

#### 148 **1.12.050 Enforcement.**

149

150 It shall be the duty of the city board to enforce this chapter and to ensure that it is complied  
151 with by all candidates for city office.  
152  
153

#### 154 **1.12.060 Late filing of campaign finance report.**

155 A. There shall be a late filing fee for each campaign finance report which is not filed within the  
156 time prescribed **or when filing is not complete or accurate as required by Chapter**  
157 **1.12.040.** The fine shall be twenty dollars (\$20.00) per day for the first five days and ten  
158 dollars (\$10.00) per day thereafter for each date that the report is overdue. The maximum fine  
159 to apply to any one report shall be two hundred fifty dollars (\$250.00). Weekends and  
160 holidays shall be excluded in the above time computations.  
161

162 B. Any fines assessed pursuant to this chapter shall be the personal responsibility of the  
163 candidate and treasurer and may not be paid for by using campaign funds.  
164  
165

#### 166 **1.12.070 Perjury.**

167 Any willfully false, fraudulent or misleading statement or entry made by any candidate or  
168 treasurer in any statement or account under oath required by this chapter shall constitute the crime  
169 of perjury and shall be punishable by such according to the laws of this state.  
170  
171

#### 172 **1.12.080 Penalty.**

173 The penalty for violation of this chapter, except for late filing as provided for above, shall be  
174 a fine of up to four hundred dollars (\$400.00) as determined by the city board.  
175

176 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY**  
177 **OF SALISBURY, MARYLAND,** as follows:  
178

179 **Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each  
180 provision of this Ordinance shall be deemed independent of all other provisions herein.

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**Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

**Section 4.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 4.

**Section 5.** This Ordinance shall take effect from and after the date of its final passage.

**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**ATTEST:**

\_\_\_\_\_  
**Julie A. English, City Clerk**

\_\_\_\_\_  
**D’Shawn M. Doughty, City Council President**

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Randolph J. Taylor, Mayor**



**2027 CITY ELECTION  
CANDIDATE PACKET**

**COUNCIL**

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## IMPORTANT INFORMATION

General Election: Tuesday, November 2, 2027

City Council members are elected every four years; one for each of the five districts. City of Salisbury elections are non-partisan.

To be considered a candidate for council member, you must meet **all** of the qualifications outlined in this packet and a Certificate of Nomination must be filed with the City Clerk on or before 4:30 p.m. on the eleventh Tuesday prior to the date for the General Election. The filing deadline for the 2027 City Election is 4:30 p.m. on Tuesday, August 17, 2027. The filing fee is \$15.00.

Polls are open from 7:00 a.m. to 7:00 p.m. on Election Day. For information on polling locations, voter registration, absentee ballots or obtaining a certified list of voters, please contact the Wicomico County Board of Elections Office at 410-548-4830. For questions about this packet or the election, please contact the Salisbury City Clerk's Office at 410-548-3140 or email Kim Nichols, City Clerk, at [knichols@salisbury.md](mailto:knichols@salisbury.md).

### \*City of Salisbury Election Board Members:

Susan E. Carey, Chair

Dr. Harry Basehart, Secretary

Lou Rimbach

\*Please Note: Candidates should not communicate directly with the Board members. All communications **must** go through the City Clerk.

### **ELECTIONEERING AND CAMPAIGN SIGNS**

Maryland law prohibits electioneering within 100 feet of the entrance or exit to a polling place on Election Day. "Electioneering" is campaigning for or against a candidate. This includes, but is not limited to: handing out materials, canvassing, campaigning, posting or holding signs, encouraging voters to support or oppose a specific candidate or political party.

In addition, all campaign signs must be removed immediately after the election. The candidates are responsible for making sure this is taken care of.



## **GUIDANCE FOR CANDIDATES REGARDING THE DOMICILE REQUIREMENT**

The City Charter requires each candidate for election to file a Certificate of Nomination that states, among other things, that he or she meets the required minimum length of time he or she has been domiciled in the City, and, in the case of candidates for Council, in the boundaries of the District for which he or she is running.

An individual's "domicile" is established by an individual intending to treat a place as his or her true, fixed, and permanent home. An individual's mere intent to treat a place as his or her domicile is not enough. Intent must be supported by action, and two of the most important actions showing intent is where the person lives and is registered to vote.

Additional criteria used to determine a person's domicile may include, but is not limited to:

- the paying of taxes and statements on tax returns
- ownership of property
- the address at which the person receives mail
- statements as to residency contained in contracts or other documents
- statements on licenses or governmental documents
- which jurisdiction's banks are utilized
- where the person maintains charge accounts

The City of Salisbury Election Board is responsible for reviewing and determining whether the candidate satisfies the domicile requirement. In conducting that analysis, the Board first reviews the information contained in the Certificate of Nomination. If the information contained within the Certificate of Nomination raises questions about where the candidate is domiciled or a complaint is filed, the Board may seek additional information from the candidate of the types described above to determine the candidate's domiciliary intent and status. Based upon the totality of the circumstances, the Board will determine whether the candidate meets the qualifications for office sought and accept or reject the Certificate of Nomination.

## CERTIFICATE OF NOMINATION

I hereby request the placement of my name on the General Election City Ballot, to be voted on Tuesday, November 2, 2027, for the office of **COUNCIL MEMBER - DISTRICT** \_\_\_ of the City of Salisbury, Maryland.

Full Legal Name: \_\_\_\_\_

Address/Domicile: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

I hereby certify that I am qualified to be a candidate for the office I am seeking in that I will have been domiciled in the City of Salisbury for at least one year immediately preceding the date of the election; that I have been domiciled in the boundaries of my respective District on the date of filing for election and I will continue to domicile therein during the term to which I am elected; that I am at least 21 years of age; and that I am a qualified registered voter of the City of Salisbury.

**I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of this Certificate are true.**

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

Printed/Typed Name of Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

I further understand that the City of Salisbury Election Board will determine whether I meet the qualifications for office sought and accept or reject my Certificate of Nomination.

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

The above certificate, together with a filing fee of \$15.00, was received by

\_\_\_\_\_ on \_\_\_\_\_  
Name and Title Month/Day/Year

___ \$15.00 Cash
___ \$15.00 Check # _____
___ \$15.00 Credit Card

## **AFFIDAVIT OF ALTERNATE NAME**

A candidate's name will appear on the ballot as it appears on the candidate's Certificate of Nomination. A candidate is required to use the candidate's given name and surname when filing a Certificate of Nomination. A candidate may use a name other than the candidate's given name if the candidate signs an affidavit, under penalty of perjury, that the candidate is generally known by the alternate name in: 1) press accounts, if any, or 2) if no press accounts exist, the candidate's everyday encounters with members of the community.

To use an alternate name, a candidate must complete and sign the Affidavit of Alternate Name set forth below. Additionally, a candidate shall provide two press accounts concerning or relating to the candidate with the alternate name. If no press accounts are available, the Affidavit may be accepted if the candidate is generally known by the alternate name within the community and completes two Witness Affidavits attesting to the alternate name.

A candidate is not allowed to use a symbol, title, degree, or other professional designation on the Certificate of Nomination. This Affidavit of Alternate Name will not be accepted if a symbol, title, degree, or other professional designation is included.

**CANDIDATE INFORMATION**

**Full Legal Name:** \_\_\_\_\_

**Candidate for Council - District** \_\_\_\_\_ **Election Year:** \_\_\_\_\_

**Resident Address:** \_\_\_\_\_

\_\_\_\_\_

I, hereby affirm, under the penalties of perjury, that the following statement by me is true (check one):

- There are press accounts concerning, relating or referring to me by use of my alternate name,  
\_\_\_\_\_, OR
  
- There are no relevant press accounts concerning or relating to me, however, in everyday encounters with members of my community, I am generally known by my alternate name,  
\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**WITNESS AFFIDAVIT #1**

I, \_\_\_\_\_, know \_\_\_\_\_ as  
[Name of Affiant] [Legal Name of Candidate]

\_\_\_\_\_. I have also witnessed others in the community refer to the  
[Candidate Alternate Name]

candidate as \_\_\_\_\_. I certify under penalty of perjury to the alternate  
[Candidate Alternate Name]

name of the aforementioned candidate.

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Affiant Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

**WITNESS AFFIDAVIT #2**

I, \_\_\_\_\_, know \_\_\_\_\_ as  
[Name of Affiant] [Legal Name of Candidate]

\_\_\_\_\_. I have also witnessed others in the community refer to the  
[Candidate Alternate Name]

candidate as \_\_\_\_\_. I certify under penalty of perjury to the alternate  
[Candidate Alternate Name]

name of the aforementioned candidate.

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Affiant Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

**FINANCIAL DISCLOSURE STATEMENT  
FOR ELECTED OFFICIALS PURSUANT TO CHAPTER 2.04 OF THE SALISBURY MUNICIPAL  
CODE REFERRED TO AS THE "CITY'S ETHICS ORDINANCE"**

**Instructions:**

1. Fill in the preliminary information requested in the box below. Be sure to correctly identify the reporting period.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation before a notary public or other officer authorized to take oaths.

**I wish to be notified of the names and addresses of any persons who have examined or copied my statement. Please check: Yes  No**

Regular Reporting Period: January 1 through December 31, **2026**

or

Termination Report: January 1 through \_\_\_\_\_, 2026

**PLEASE PRINT OR TYPE**

FIRST NAME	INITIAL	LAST NAME
AGENCY AFFILIATION <i>(INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE)</i>		
CURRENT AGENCY ADDRESS <i>(WHERE YOU CAN BE SENT CORRESPONDENCE)</i>		
CURRENT POSITION OR OFFICE HELD WITH STATE, IF ANY <i>(OR OFFICE FOR CANDIDACY)</i>		
E-MAIL ADDRESS	<b>Please list your email address on the last page of this packet (Page 18, Number 1) under Personal Information.</b>	

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by State Government Article, Title 15, Subtitle 8 of the Maryland Public Ethics Law and Chapter 2.04 of the Salisbury City Code with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and Schedules A through I.

I hereby make oath or affirm under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true and correct to the best of my knowledge, information and belief.

Signature of Person Filing: \_\_\_\_\_

(SEAL)

Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

Printed/Typed Name of Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Instructions:**

Check the proper block to Questions A through I. Do not leave any questions unanswered. If you check "Yes" to any question, be sure to complete the corresponding Schedule. For the purposes of this financial disclosure, the following interests are considered to be interests attributable to the individual making the statement:

- (1) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.
- (2) An interest held, at any time during the applicable period, by:
  - (i) A business entity in which the individual held a (10) % or greater interest;
  - (ii) A business entity described in section (i) of this subsection in which the business entity held a 25% or greater interest;
  - (iii) A business entity described in section (ii) of this subsection in which the business entity held a 50% or greater interest; and
  - (iv) A business entity in which the individual directly or indirectly, through an interest in one or a combination of other business entities, holds a 10% or greater interest.
- (3) An interest held by a trust or an estate in which, at any time during the reporting period:
  - (i) The individual held a reversionary interest or was a beneficiary; or
  - (ii) If a revocable trust, the individual was a settlor.

**Caution:** *Please read all instructions on accompanying instruction sheet including all definitions, before completing this form.*

- A. I held interests during reporting period in real property located in or outside Maryland. (If "Yes," complete Schedule A.)
- B. I held interests during reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule B.)
- C. I held interests in a business entity which did business with the City. (If "Yes", complete Schedule C.)
- D. I received gifts during reporting period from or on behalf of, directly or indirectly, any one person or legal entity who does business with or is regulated by the City. (If "Yes," complete Schedule D.)
- E. I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the City. (If "Yes," complete Schedule E.)
- F. I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to entities doing business with or regulated by the specific governmental unit of the City with which I work. (If "Yes," complete Schedule F.)
- G. A member of my immediate family was employed by the City of Salisbury during reporting period. (If "Yes," complete Schedule G.)
- H. I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period. (If "Yes," complete Schedule H.)
- I. Is additional information set forth on Schedule I? (If "Yes," complete Schedule I.)

	YES	NO
<b>A.</b>		
<b>B.</b>		
<b>C.</b>		
<b>D.</b>		
<b>E.</b>		
<b>F.</b>		
<b>G.</b>		
<b>H.</b>		
<b>I.</b>		

## Schedule A – Real Property Interests

Do you have any interest (**as an owner or a tenant**, including interests in time shares) in real property in Maryland or in any other state or country?

Yes

No (Go to Schedule B)

**If Yes; (Answer each question below. A separate Schedule A will be required for each property you need to disclose.)**

1. What is the address or legal description of the property? **Please list the street address on the last page of this packet (Page 18, Number 2) under Personal Information.** If the property is your primary residence, you may enter the lot and block legal description instead, if you wish.

2. What kind of property is it?

Improved (indicate whether property is residential or commercial property): \_\_\_\_\_

Unimproved (vacant lot): \_\_\_\_\_

3. Is the interest held directly by you or is it attributable to you? (See Instructions for definition of "Attributable.")

Direct \_\_\_\_\_ Attributable \_\_\_\_\_

4. Are you the owner or tenant?

Owner \_\_\_\_\_ Tenant \_\_\_\_\_

5. Do you hold the interest solely or is it jointly held with another?

Solely \_\_\_\_\_ Jointly \_\_\_\_\_ Tenants by the Entirety \_\_\_\_\_

If held jointly, or by tenants by the entirety, the name(s) of the other joint owner(s): \_\_\_\_\_

6. Are there any legal conditions or encumbrances on the property? (Example: mortgages, liens, contracts, options, etc.)

Yes

No

**If Yes;** what is/are the name(s) of the lender(s), creditor(s), lien holder(s), etc?

\_\_\_\_\_

7. What date was the property acquired? \_\_\_\_\_

8. How was the property acquired? (Example: purchase, gift, inheritance, etc.)

\_\_\_\_\_

9. From whom was the property acquired? (Name of individual or entity from whom you purchased or inherited the property or who gifted the property to you.)

\_\_\_\_\_



10. What consideration was given when the property was acquired? (Dollar amount paid or, if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property) \_\_\_\_\_

11. Have you transferred any interest in this property during the reporting period?

\_\_\_ Yes

\_\_\_ No

**If Yes;**

11.A. What percentage of interest did you transfer: \_\_\_\_\_%

11.B. What consideration did you receive for the interest: \_\_\_\_\_

11.C. To whom did you transfer the interest: \_\_\_\_\_

**If you have any additional interests in real property in Maryland, any other state or any other country, please use additional sheet(s), if necessary, and respond to each above question for each such entry.**

## Schedule B – Interests in Corporations and Partnerships

Did or do you have any interest in any corporations, partnerships, limited liability partnerships (LLP), limited liability companies (LLC) during the reporting period whether or not the entity did business with the City?

Yes  
 No (Go to Schedule C)

**If Yes; (Answer each question below. A separate Schedule B will be required for each interest you need to disclose.)**

1. What is the name of the entity? Include the complete name of the entity, do not identify solely by trading symbol: \_\_\_\_\_

2. Does the stock of the corporation trade on a stock exchange?  
 Yes  
 No

If "no," the legal address of the entity's principal office.  
\_\_\_\_\_

3. Is the interest held directly by you or is it attributable to you? (See Instructions for definition of "Attributable.")

Directly: \_\_\_\_\_ Attributable: \_\_\_\_\_

4. Do you hold the interest in your name alone, or is it held jointly?  
In your name alone: \_\_\_\_\_ Jointly: \_\_\_\_\_

If jointly, the percentage of your interest: \_\_\_\_\_%

5. What is the nature of your interest and its dollar value or the number of shares? (Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.) If in a non-publicly traded entity or LLP or LLC, report the percentage of ownership.

Type: \_\_\_\_\_  
Dollar Value of Shares: \_\_\_\_\_ or Number of Shares: \_\_\_\_\_  
percentage of ownership: \_\_\_\_\_%

6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

No  
 Yes; **If Yes**, name of entity holding the encumbrance: \_\_\_\_\_

7. Did you acquire an interest in the entity during the reporting period?

Yes  
 No

**If Yes;**

7A. In what month was the interest acquired? \_\_\_\_\_

7B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.): \_\_\_\_\_

7C. From whom did you acquire the interest in the entity? (If you purchased it from a brokerage, the name of the brokerage): \_\_\_\_\_

7D. What consideration was given when the interest was acquired? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property): \_\_\_\_\_

8. Have you transferred any interest in this entity during the reporting period?

\_\_\_ Yes

\_\_\_ No

**If Yes;**

8A. What portion of the interest was transferred? \_\_\_\_\_

8B. What consideration did you receive for the interest in the entity? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property): \_\_\_\_\_

8C. To whom did you transfer your interest in the entity? \_\_\_\_\_

9. Does the entity trade as or do business under any other name(s)?

\_\_\_ No

\_\_\_ Yes; **If Yes**, what are the other name(s)? \_\_\_\_\_,  
\_\_\_\_\_

**If you have additional interests in corporations or partnerships, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.**

## Schedule C – Interests in Business Entities Doing Business with the City

Do you have an interest in any business entity that did business with the City during the reporting period?

Yes

No (Go to Schedule D)

**If Yes; (Answer each question below. A separate Schedule C will be required for each business entity to be disclosed.)**

1. Name and Address of the Principal office of the business entity?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

2. Is the interest held directly by you or is it attributable to you? (See Instructions for definition of "Attributable.")

Direct: \_\_\_\_\_ Attributable: \_\_\_\_\_

3. Do you hold the interest solely or is it jointly held with another?

Solely: \_\_\_\_\_ Jointly: \_\_\_\_\_

3.A. If jointly, the percentage of your joint interest: \_\_\_\_\_%

3.B. Dollar value of your interest in the entity: \$\_\_\_\_\_; or  
percentage of your interest in the entity: \_\_\_\_\_%

4. Are there any legal conditions or encumbrances that apply to your interest in the entity?  
(Example: mortgages, liens, contracts, options, etc.)

Yes, If yes give name of creditor: \_\_\_\_\_

No

5. Was any interest acquired during the reporting year?

Yes

No

**If Yes;**

5A. What month was the interest acquired? \_\_\_\_\_

5B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.)  
\_\_\_\_\_

5C. From whom did you acquire the interest? \_\_\_\_\_

5D. What consideration was given when the interest was acquired? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property) \_\_\_\_\_

6. Did you transfer any of your interest during the reporting period?

Yes

No

**If Yes;**

6A. What percentage of interest, if less than all, was transferred? \_\_\_\_\_%

6B. What consideration did you receive for the interest in the entity? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property): \_\_\_\_\_

6C. To whom did you transfer your interest in the entity? \_\_\_\_\_

**If you have additional interests in business entities that did business with the City during the reporting year, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.**

## Schedule D – Gifts

During the reporting period, did you receive any gift(s), directly or indirectly, in excess of a value of \$20 or a series of gifts from the same donor with a cumulative value of \$100 or more from a person or entity who: 1) did or does business with the City; 2) engaged in an activity that was regulated or controlled by the City; or 3) from an association, or an entity acting on behalf of an association that is engaged only in representing counties or municipal corporations (including the Maryland Association of Counties and the Maryland Municipal League). Gifts received from a member of the official's or employee's immediate family, another child, or a parent of the individual, do not need to be disclosed.

- Yes  
 No (Go to Schedule E)

**If Yes; (Answer each question below. A separate Schedule D will be required for each gift.)**

1. Who gave you the gift?

---

2. What was the nature of the gift? (Example: book, restaurant meal, theater tickets, book, etc.)

---

3. What was the value of the gift?

---

4. If the gift was given to someone else at your direction, list the identity of the recipient of the gift.

---

**Please use additional sheet(s), if necessary, for any additional entries.**

## Schedule E – Officers, Directorships, Salaried Employment and Similar Interests

During the reporting period, did you or any member of your immediate family (spouse or dependent child) have any salaried employment or hold any office or directorship with an entity that did business with the City?

Yes

No (Go to Schedule F)

**If Yes; (Answer each question below. A separate Schedule E will be required for each disclosure.)**

1. What is the name and address of the business entity?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

2. Who was the individual who held the position or interest listed above? (Example: yourself, spouse, dependent child)

Self: \_\_\_\_\_ Spouse: \_\_\_\_\_ Dependent child: \_\_\_\_\_

2A. Name of spouse or dependent child: \_\_\_\_\_

3. What is the title of the office you, your spouse or dependent child held? (Example: limited partner, director, treasurer, chair of the board of trustees, etc.) \_\_\_\_\_

4. What year did the position begin? \_\_\_\_\_

5. With what City Department(s) did the business entity do business? \_\_\_\_\_

\_\_\_\_\_

6. What was the nature of the business? (Example: regulated by your agency, registered under the lobbying law, or involved with sales and contracts with the State)

\_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

## Schedule F – Debts You Owe

During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with the City or is regulated by the City? **[NOTE: If, on Schedule A, B or C you listed a financial entity that did business with the City as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.]**

- Yes  
 No (Go to Schedule G)

**If Yes; (Answer each question below. A separate Schedule F will be required for each debt to be disclosed.)**

1. To whom did you owe the debt? (Do not include consumer credit debts)

\_\_\_\_\_

2. When was the debt incurred? \_\_\_\_\_

3. What are the interest rate and terms of payment of the debt?

Interest Rate \_\_\_\_\_

Terms (monthly, bimonthly, annually, etc): \_\_\_\_\_

4. What was the amount of the debt as of the end of the reporting period. If debt existed during the reporting period but was paid in full at the end of the period, put \$0.

\$ \_\_\_\_\_

5. Did the principal of the debt increase \_\_\_\_\_ or decrease \_\_\_\_\_ during the reporting period, and by how much? \$ \_\_\_\_\_

6. Was any security given for the debt?

- Yes  
 No

If Yes; Please state what type of security was given (home, car, boat, etc):

\_\_\_\_\_

7. If this is a transaction in which you were involved, but which resulted in a debt being owed by your spouse or dependent child, identify your spouse or child and describe the transaction.

\_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**



## Schedule G – Family Members Employed by the City

During the reporting period, were any members of your immediate family (spouse or dependent children) employed by the City in any capacity?

Yes

No (Go to Schedule H)

**If Yes; (Answer each question below. A separate Schedule G will be required for each member of the immediate family who is employed by the City.)**

1. What is the relation and name of the immediate family member employed by the City?  
\_\_\_\_\_

2. What is the name of the agency or department that employed the member of your immediate family? \_\_\_\_\_

3. What was the title of your immediate family member's position in the City during the reporting period? \_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

## Schedule H – Employment/Business Ownership

During the reporting period, did you or any member of your immediate family, receive any earned income from an entity other than the City of Salisbury? Please note that your dependent child's employment or business ownership does not need to be disclosed unless the place of employment or the business entity is subject to regulation or the authority of your department or has contracts in excess of \$10,000 with your department.

Yes

No (Go to Schedule I)

**If Yes; (Answer each question below. A separate Schedule H will be required for each member of the immediate family who had employment or ownership of a business entity.)**

1. If, during the reporting period, you or a member of your immediate family had employment from which you or they earned income, list the relation, name, and address of the employment.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

2. If, during the reporting period, you or a member of your immediate family wholly or partially owned any business entity from which income was earned, list the relation, name and address of the business entity.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Business Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

3. If, during the reporting period, your spouse was a regulated lobbyist, list your spouse's name and the entity that engaged your spouse.

Name: \_\_\_\_\_

Name of Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

**Schedule I - Financial or Contractual Interests with the University of Maryland Medical System, Governmental Entity, or Quasi-governmental Entity**

Did or do you have any financial or contractual relationship with the University of Maryland Medical System, Governmental Entity, or Quasi-governmental Entity? Quasi-governmental Entity is defined as an entity that is created by state statute, that performs a public function, and that is supported in whole or in part by the state but is managed privately.

\_\_\_ Yes  
\_\_\_ No

**If Yes; (Answer each question below. A separate Schedule I will be required for each disclosure.)**

1. What name and address of the entity?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

3. What is the nature of the relationship (Example: financial or contractual):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. When did the relationship begin? \_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

## Schedule J – Other

Is there any additional information or interest you would like to disclose?

Yes

No

**If Yes; (describe the information or interest. A separate Schedule I will be required for each disclosure.)**

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### STANDARDS OF CONDUCT

The Maryland Public Ethics Law and City of Salisbury Ethics Code includes standards of conduct applicable to financial disclosure filers and other City employees. The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the City, and procurement specifications assistance restrictions. The Law provides for exceptions and exemptions under certain circumstances.

Filers wanting more detailed information about these requirements should contact the offices of the State Ethics Commission.

### PRIVACY NOTICE

The Public Ethics Law (State Government Article, Title 15), Annotated Code of Maryland) requires the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Law. The information may be disclosed to any requesting person, including officials of State, local or federal government, who records their name and address, and this record will be provided to the filer upon request. The subject has the right to review, correct and amend the record as set forth in the Public Ethics Law, Md. Code Ann., State Gov't § 10-625. Failure to file or to report information required by Public Ethics Law and Chapter 2.04 of the Salisbury City Code can subject you to civil and administrative penalties including termination or other disciplinary action, suspension of pay, a late filing fee up to \$250, and a civil fine of up to \$500 per day, and a criminal penalty with a fine of up to \$500 or imprisonment of up to one year. Willful and false filing is subject to criminal penalty for perjury pursuant to Criminal Law Article § 9-101, Annotated Code of Maryland.

## Personal Information

**This page shall be removed should we receive a request to examine or copy your Statement.**

1. Your e-mail address \_\_\_\_\_

2. What is the address or legal description of the property? (Schedule A, Number 1)

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## ACKNOWLEDGMENT OF CAMPAIGN FINANCE REPORT REQUIREMENTS

I, \_\_\_\_\_, a candidate who has filed for the 2027 General Election for the Office of **Council Member in District** \_\_\_\_ do hereby acknowledge that I have received a copy of Chapter 1.12 of the *Salisbury Municipal Code* relating to campaign contributions and campaign finance reports.

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campaign Finance Reports are due to the City Clerk:

Tuesday, October 12, 2027 (21 days prior to the General Election)

Friday, December 17, 2027 (45 days after the General Election)

## INITIAL CAMPAIGN FINANCE REPORT COVER SHEET

NAME OF CANDIDATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

NAME OF TREASURER: \_\_\_\_\_

The forms below must contain financial information from the beginning of your campaign through Monday, October 4, 2027. Once the completed forms are received in the City Clerk's Office, they will be submitted for review and approval to be finalized no later than 4:30 p.m. on Tuesday, October 12, 2027.

- Cover Sheet
- Contributions
- In-kind Services/Loans
- Disbursements/Outstanding Expenses
- Signature Page

Contact the City Clerk's Office at 410-548-3140 with any questions or concerns you may have.





INITIAL CAMPAIGN FINANCE REPORT

Candidate for Council - District \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Name of Treasurer: \_\_\_\_\_

**IN-KIND SERVICES RECEIVED**

Date Rec'd	Contributor	Street Address City/State/Zip	Description	Value of In-Kind Service

***TOTAL***

**LOANS**

Date Rec'd	Contributor	Street Address	City/State/Zip	Amount

***TOTAL***



INITIAL CAMPAIGN FINANCE REPORTS  
**SIGNATURE PAGE**

Candidate for Council - District \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Name of Treasurer: \_\_\_\_\_

**REPORT SUMMARY (TOTALS)**

Contributions: \_\_\_\_\_

Disbursements: \_\_\_\_\_

In-kind Services: \_\_\_\_\_

Loans: \_\_\_\_\_

Outstanding Expenses: \_\_\_\_\_

**Account Balance:** \_\_\_\_\_

*(as of October 11, 2027)*

By signing below, I solemnly affirm under the penalties of perjury that this Initial Campaign Finance Report is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Candidate's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Treasurer's Signature)

\_\_\_\_\_  
Date

## FINAL CAMPAIGN FINANCE REPORT COVER SHEET

NAME OF CANDIDATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

NAME OF TREASURER: \_\_\_\_\_

The forms below must contain financial information from Monday, October 5, 2027 through Friday, December 10, 2027. Once the completed forms are received in the City Clerk's Office, they will be submitted for review and approval to be finalized no later than 4:30 p.m. on Friday, December 17, 2027.

- Cover Sheet
- Contributions
- In-kind Services/Loans
- Disbursements/Outstanding Expenses
- Signature Page

**\*Please note that all accounts must have a zero balance by Friday, December 10, 2027.**  
Contact the City Clerk's Office at 410-548-3140 with any questions or concerns you may have.







FINAL CAMPAIGN FINANCE REPORTS  
**SIGNATURE PAGE**

Candidate for Council - District \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Name of Treasurer: \_\_\_\_\_

**REPORT SUMMARY (TOTALS)**

Contributions: \_\_\_\_\_

Disbursements: \_\_\_\_\_

In-kind Services: \_\_\_\_\_

Loans: \_\_\_\_\_

Outstanding Expenses: \_\_\_\_\_

**\*Account balance must be zero upon submittal of this report.**

By signing below, I solemnly affirm under the penalties of perjury that this Final Campaign Finance Report is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Candidate's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Treasurer's Signature)

\_\_\_\_\_  
Date



**Chapter 1.12**  
**CITY CAMPAIGN ADVERTISING AND FINANCE**

**1.12.010 - Advertising.**

- A. A person, candidate, campaign manager, treasurer, partisan organization or political committee, including political clubs, or party committee may not expend any money for printing, publication or broadcasting of any political matter whatsoever, unless the matter purports on its face to be paid political advertisement and printed, published or broadcast by authority of the person, campaign manager or treasurer for the named candidate, partisan organization, party committee or political committee, including political clubs.
- B. Requirements of Subsection A of this section shall apply to any individual, group, or committee, promoting passage or defeat of any petition for a referendum or the passage or defeat of a referendum submitted to a vote at any city election.

(Ord. 1749 (part), 2000) (Ord. No. 2800, § 2, 5-8-2023)

**1.12.020 - Books, records and receipts.**

- A. Every candidate for the office of mayor or city council for the city or any group promoting the passage or defeat of a petition or referendum shall appoint a treasurer who shall have the responsibility of maintaining detailed, full and accurate accounts in a proper book or books to be called "account books." The account books shall contain a detailed record of contributions, monies, loans (including personal contributions, loans and monies) or valuable things received, including the date each contribution was received and the name and address of each contributor. The account books shall also contain a detailed record of all disbursements made by the candidate or his or her representative acting on his or her behalf, or group, as the case may be.
- B. Account books shall be maintained by the candidate or his or her representative for at least one year following the date of the general election.

(Ord. 1749 (part), 2000) (Ord. No. 2800, § 2, 5-8-2023)

**1.12.030 - Campaign contributions.**

- A. No candidate for mayor or for member of the city council shall receive campaign contributions in excess of two hundred fifty dollars (\$250.00) per individual or entity per campaign in cash and/or for in-kind services of a commercial nature.
- B. The contributions or loans of a candidate or the candidate's spouse to the candidate's own campaign are not subject to the limitations of Subsections A and C, but must pass through the hands of the candidate's treasurer and be reported as required in other provisions of this chapter. Personal expenses of the candidate for filing fees, telegrams, telephoning, travel and board, shall not be considered contributions if paid for by the candidate or the candidate's spouse.
- C. No loan may be made to the campaign of a candidate or accepted on behalf of the campaign, without express written consent of the candidate. Written consent constitutes the personal guaranty of the candidate for repayment of the loan, only if it expressly so provides. The aggregate amount of all outstanding loans to the campaign of a candidate shall not exceed five hundred dollars (\$500.00) per campaign. A loan shall not be forgiven in an amount in excess of two hundred fifty dollars (\$250.00). Subsection B is an exclusion to the requirements of this subsection.
- D. Contributions of in-kind services of a commercial nature shall be valued at a rate commensurate with the cost of purchasing similar materials or services.
- E. All campaign contributions shall be received by the date of the general election. Any campaign contributions received after the date of the general election shall be returned to the contributor.

(Ord. 1749 (part), 2000) (Ord. No. 2318, 4-13-2015)

**1.12.040 – Campaign finance report to be filed by the candidate or treasurer.**

- A. The candidate and/or treasurer shall file a complete and accurate campaign finance report detailing the contents of the account books no later than seven days prior to the general election. The campaign finance report shall include, but not be limited to, the name, address, amount of contribution and the date all contributions were received. Contributions of in-kind materials or services shall be valued as stated in Section 1.12.020(B). Each campaign financial report filed shall also contain a full and complete record of expenses and list any expenses incurred by not yet paid.
  - B. A final disclosure statement shall be filed no later than forty-five (45) days after the date of the general election. After payment of all campaign expenditures, any surplus funds shall be paid by the treasurer to either:
    - 1. The City of Salisbury to help defray the expenses of the election;
    - 2. A charitable organization as defined in the Annotated Code of Maryland, Business Regulation Article, Title 6 as amended from time-to-time; or
    - 3. A political club, committee, or party of the candidate's choice.
  - C. No campaign finance report shall be required if the contributions received total less than six hundred dollars (\$600.00) for the election; however, a statement under oath shall be filed by the candidate and treasurer that no campaign finance report is required pursuant to this section. Such statement, if applicable, shall be filed seven days prior to the general election.
  - D. Each campaign finance report shall include a representation certifying under oath that the contents of the statement are true and correct and shall be signed by the candidate and treasurer.
  - E. The foregoing provisions shall also apply to unsuccessful candidates.
- (Ord. 1749 (part), 2000) (Ord. No. 2318, 4-13-2015; Ord. No. 2800, § 2, 5-8-2023)

**1.12.050 - Enforcement.**

It shall be the duty of the city board to enforce this chapter and to ensure that it is complied with by all candidates for city office.

(Ord. 1749 (part), 2000) (Ord. No. 2800, § 2, 5-8-2023)

**1.12.060 - Late filing of campaign finance report.**

- A. There shall be a late filing fee for each campaign finance report which is not filed within the time prescribed. The fine shall be twenty dollars (\$20.00) per day for the first five days and ten dollars (\$10.00) per day thereafter for each date that the report is overdue. The maximum fine to apply to any one report shall be two hundred fifty dollars (\$250.00). Weekends and holidays shall be excluded in the above time computations.
- B. Any fines assessed pursuant to this chapter shall be the personal responsibility of the candidate and treasurer and may not be paid for by using campaign funds.

(Ord. 1749 (part), 2000) (Ord. No. 2800, § 2, 5-8-2023)

**1.12.070 - Perjury.**

Any willfully false, fraudulent or misleading statement or entry made by any candidate or treasurer in any statement or account under oath required by this chapter shall constitute the crime of perjury and shall be punishable by such according to the laws of this state.

(Ord. 1749 (part), 2000)

**1.12.080 - Penalty.**

The penalty for violation of this chapter, except for late filing as provided for above, shall be a fine of up to four hundred dollars (\$400.00) as determined by the city board.

(Ord. 1749 (part), 2000) (Ord. No. 2800, § 2, 5-8-2023)

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## CHAPTER 17.216 SIGN STANDARDS

### **17.216.050(J) Signs which may be erected in any districts.**

Signs which may be erected in any district are as follows:

- J. One or more political campaign signs which, in aggregate, do not exceed a total of thirty-two (32) square feet in area, set back at least fifteen (15) feet from the curblin, on any privately owned lot, except where a building is located less than fifteen (15) feet from the curblin and, in that event, the setback is the lesser of fifteen (15) feet or the distance between the building and the curblin. Each such sign may not be erected more than ninety (90) days prior to the nomination, election or referendum and must be removed within seven days after the election or referendum, except that the candidates who won the primary may continue to display their signs until the final election.

### **17.216.200(B)(11) General provisions.**

- B. The following signs do not require a permit as required in subsection (A) of this section; provided, they are in compliance with Section 17.216.030:

11. One or more political campaign signs which, in aggregate, do not exceed a total of thirty-two (32) square feet in area, set back at least fifteen (15) feet from the curblin, on any privately owned lot, except where a building is located less than fifteen (15) feet from the curblin and, in that event, the setback is the lesser of fifteen (15) feet or the distance between the building and the curblin;

## **ARTICLE II - The Council**

### **§ SC2-1. - Number; selection; term.**

All legislative powers of the city shall be vested in a Council of five (5) members who shall be elected as hereinafter provided and who shall hold office for a term of four (4) years or until their successors are duly elected and qualified. [1959 Code, sec. 286. 1951, ch. 534, sec. 6] [Amended 6-11-12 by Res. No. 2170] [Amended 4-25-2022 by Res. No. 2022-2]

### **§ SC2-2. - Qualifications.**

Councilmembers must have been domiciled in the City of Salisbury for at least one (1) year immediately preceding their election and the Councilmembers from each District shall be domiciled in the boundaries of the District from which they are to be elected on the date of filing for election and must continue to be domiciled therein during the term to which they are elected, must be at least twenty-one (21) years of age and shall be qualified registered voters of the City. The City of Salisbury Election Board shall be the judge of the qualifications of candidates for City Council. [1959 Code, sec. 287. 1951, ch. 534, sec. 8] [Amended 7-12-65 by Res. No. 59\*; 11-12-73 by Res. No. 172\*\*; 12-14-81 by Res. No. 232; 11-8-93 by Res. No. 441; 6-11-12 by Res. No. 2170; 9-8-2014 by Res. No. 2443] (Res. No. 2023-1, § 1, 2, 5-8-2023)

### **§ SC2-3. - Salary.**

Each Councilmember shall receive a salary. A Salary Review Committee comprised of five (5) members to be appointed by the Mayor is hereby created to review salaries of Councilmembers. The Committee shall make a written recommendation to the City Council six months prior to the next election for Councilmembers, with salaries to be effective in the fiscal year after all five Councilmembers' current terms have expired. Salary recommendations shall be considered by the City Council and salary shall be set forth and adopted in an Ordinance passed by the City Council. Thereafter, a Salary Review Committee shall be appointed by the Mayor every four (4) years to perform the task set forth herein with salaries to be established by the City Council by Ordinance. Councilmembers may also be eligible to participate in benefit programs by paying the full cost of participation in the employee benefit programs. Nothing herein shall permit salaries or benefits to be changed to be effective during the term for which a Councilmember is then serving. The Committee established herein shall be the same Committee established for a similar review of the salary of the Mayor. [1959 Code, sec. 288. 1951, ch. 534, sec. 8] [Amended 7-12-65 by Res. No. 59\*; 11-12-73 by Res. No. 172\*\*; 12-14-81 by Res. No. 232; 11-8-93 by Res. No. 439; 2-22-10 by Res. No. 1890; 2-25-11 by Res. No. 2036]

\* Editor's Note: See Section SC2-2 Editor's Note. \*\* Editor's Note: See Section SC2-2 Editor's Note.

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#### **NOTE:**

**Salaries of the Mayor and Council were changed by Ordinance No. 2473 on January 22, 2018. Effective July 1, 2020, the Mayor shall receive \$50,000 per year, the Council President shall receive \$15,000 per year and the other Council members \$12,000 per year.**

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- **§ SC2-4. - Meetings.**

The newly elected Council shall meet on the second Monday evening following its election for the purpose of organization, after which the Council shall meet regularly at such times as may be prescribed by its rules but not less frequently than twice a month, except the Council may meet once during the

months of June, July, August and December. Special meetings may be called in writing by the Mayor or by a majority of the members of the Council as often as necessary for the transaction of business. [1959 Code, sec. 289. 1951, ch. 534, sec. 9] [Amended 12-13-99 by Res. No. 684; 1-24-05 by Res. 1186]

**§ SC2-5. - Quorum.**

A majority of the Council shall constitute a quorum for the transaction of business, and a majority of those present shall decide any question unless otherwise provided in this Charter. [1959 Code, sec. 290. 1951, ch. 534, sec. 10]

**§ SC2-6. - Procedure.**

The Council shall organize by electing a permanent President and Vice-President of the Council. If the President is absent, the Vice-President shall preside at such meeting. The Council shall determine its own rules and order of business. It shall keep a journal of its proceedings, and the journal shall be open to public inspection. [Repealed and reenacted 12-28-98 by Res. No. 622]



## CERTIFICATE OF WITHDRAWAL

I, \_\_\_\_\_, a candidate for the office of \_\_\_\_\_  
Full Legal Name of Candidate Position Sought

in the 2027 Election, do hereby certify that I withdraw my candidacy and therefore acknowledge that my name will not appear on the ballot. I understand that the candidate filing fee will not be refunded.

CERTIFICATE OF WITHDRAWAL – CANDIDATE MUST SIGN IN THE PRESENCE OF A NOTARY PUBLIC.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SEAL:

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print Name of Notary Public

\_\_\_\_\_  
My Commission Expires

**CERTIFICATE OF WITHDRAWAL  
INSTRUCTIONS AND INFORMATION**

- The Certificate of Withdrawal must be hand delivered to the City Clerk. The City Clerk's Office is located on the second floor of the Salisbury Headquarters building, 115 South Division Street, Salisbury, Maryland 21801.
- The deadline to file a Certificate of Withdrawal is no later than 10 days after the candidate filing deadline. The City Clerk must receive the Certificate of Withdrawal by 4:30 p.m. on the 10<sup>th</sup> day.
- Filing a Certificate of Withdrawal does not relieve the Candidate and Treasurer of the responsibility to file both Campaign Finance Reports in accordance with Chapter 1.12.040 of the Salisbury Municipal Code.
- The candidate filing fee will not be refunded after filing a Certificate of Withdrawal.
- The Certificate of Withdrawal must be signed by the Candidate in the presence of a Notary Public.

## **City of Salisbury Election Board Complaint Procedure**

The mission of the City of Salisbury Election Board (“Board”) is to conduct fair and open elections that are safe and secure, provide access to the election process, protect the integrity of the vote, and maintain a transparent, accurate, and efficient process.

Any person who believes a violation of Article VI of the City Charter or Chapters 1.08 or 1.12 of the City Code has occurred, is occurring, or is about to occur, may file a complaint with the Board.

### **HOW TO FILE A COMPLAINT**

The person filing the complaint (complainant) must provide all of the information required on the Board Complaint Form including all of the relevant facts regarding actions or events that form the basis for the complainant's belief that a violation of the City Charter or Code has occurred.

The complaint must be in writing and signed under oath by the complainant.

The Board, at a complainant’s request, may attempt to keep confidential and not disclose the identity of the complainant. Confidentiality throughout the administrative determination process, however, is not guaranteed. The Board cannot guarantee “complete” confidentiality because certain disclosures may be necessary to conduct a thorough investigation and to afford any Respondent Due Process.

A complaint must be filed within 20 calendar days after the occurrence of the actions or events that form the basis for the complaint. If a complaint is filed later than 20 calendar days after the occurrence, the complaint must set forth the extenuating circumstances for the late filing. The Board may, at its sole discretion, decide whether to consider a late-filed complaint.

### **WHERE TO FILE A COMPLAINT**

The complaint must be filed with the City Clerk's Office.

### **ADMINISTRATIVE DETERMINATION PROCESS**

Upon receiving a complaint, the Board may decide to respond to the complaint without seeking additional information, or the Board may, at its sole discretion, seek additional information from the complainant and/or send notice to the person(s) whose actions are asserted to be in violation of the City's Election Code (respondent). If the Board requests additional information from the complainant



or a response from the respondent, he or she must submit a written response within 10 calendar days from the date of the Board's request. If a timely response is not received, the Board may make a decision on the complaint based upon the information available to it.

The Board may hold a hearing on the complaint or may make a decision on a complaint without a hearing, at its sole discretion.

If the Board decides not to hold a hearing, the Board will notify the complainant and the respondent of its decision on the complaint in writing.

If the Board decides to hold a hearing, the Board will provide reasonable notice to the complainant and the respondent of the time and date of the hearing. At the hearing, the Board will allow the complainant and the respondent each 15 minutes to present evidence. The Chair of the Board may permit additional time, at his/her sole discretion. Only the Board may ask questions of each side during the hearing. The Board may make a decision after holding the hearing or may defer a decision to a later meeting.

### **BOARD DECISION**

The Board may decide to dismiss the complaint or, if the Board finds a violation, the Board may issue an order requiring the respondent to take specified action(s) within a certain amount of time or prohibiting the respondent from taking specified action(s).

The Board will notify the complainant and the respondent of its decision on the complaint. A decision of the Board is final.

# CITY OF SALISBURY ELECTION BOARD COMPLAINT FORM

PLEASE PRINT ALL INFORMATION

Name of Complainant \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Complaint against the following person(s) (include contact information, if known): \_\_\_\_\_

\_\_\_\_\_

Section of *Charter or Code* allegedly violated: \_\_\_\_\_

\_\_\_\_\_

Please explain the basis for your complaint. If necessary, attach additional sheets.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date alleged violation occurred: \_\_\_\_\_

I, \_\_\_\_\_, hereby declare, under the penalties of perjury, that the information provided in connection with this complaint is, to the best of my knowledge, true and correct.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

City Clerk's Office Use Only Date and Time Received \_\_\_\_\_

# Loan Consent Form

Name of Candidate \_\_\_\_\_

Position Sought \_\_\_\_\_

Name of Treasurer \_\_\_\_\_

Name of Lender \_\_\_\_\_

## Consent of Candidate

I, \_\_\_\_\_, hereby acknowledge receipt on \_\_\_\_\_  
Name of Candidate Date

of a loan in the amount of \$ \_\_\_\_\_ from \_\_\_\_\_  
Name of Lender

The Loan Consent Form is not required to be filed if the loan is from the Candidate or the Candidate's spouse to the Candidate's own campaign.

All loans, unless forgiven, must be paid in full by the submission deadline of the Final Campaign Finance Report. If repayment in full is not made by the deadline, the balance due will be considered a contribution and subject to contribution limits.

If the forgiven loan exceeds the \$500 contribution limit, the difference must be paid.

Check one of the following:

- Candidate personally agrees to repay the loan in full no later than Friday, December 10, 2027
- Lender agrees to forgive the loan in full
- Lender agrees to forgive \$ \_\_\_\_\_ of the loan and Candidate agrees to pay the difference

Name of Lender \_\_\_\_\_

\*By signing below, the Lender and the Candidate agree to the terms listed above.

\*Signature of Lender \_\_\_\_\_

Date \_\_\_\_\_

\*Signature of Candidate \_\_\_\_\_

Date \_\_\_\_\_