



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.GOV

410-939-1800

Havre de Grace City Election MAY 3, 2022

CANDIDATE APPLICATION INSTRUCTION & INFORMATION PACKAGE

- ✓ Non Partisan Election Notice
- ✓ Campaign Sign Regulations

Return:

- ✓ Certificate of Candidacy Form
- ✓ Gifts Disclosure Statement
- ✓ Campaign Contributions Disclosure Statement
- ✓ Interests Disclosure Statement
- ✓ Candidate Acknowledgement Form
- ✓ Application Fee Payment - \$50.00



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NONPARTISAN ELECTIONS

In this era of partisan politics we share a rare moment of enlightenment through our nonpartisan election process.

Nonpartisan is defined as: “not supporting or controlled by a political party, special interest group or the like.

Havre de Grace has and maintains a nonpartisan election process, as does many municipalities throughout the State.

Our candidates are prohibited from associating with or receiving direct support from any political party or politically affiliated association.

We use this forum to remind candidates, both new and veterans of the process, to refrain from such activity.



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CANDIDATE'S GUIDE FOR POSTING POLITICAL SIGNS

1. Political signs are not permitted in City Right-of-Ways (ROW). Signs located in City right-of-ways will be removed by City Code Enforcement Officials. They may be reclaimed by calling City Hall. Signs that are confiscated and not claimed will be disposed of after 7 days following the date of the election.
2. City ROW's vary but for the main arteries into and out of the City, typically the ROW measure 35 feet from the centerline of the street. More narrow interior streets within the City measure less but some ROW's extend up to or include the front of the structure on some properties. In these instances, signs should be placed as close to the front of the structure as possible.
3. Political signs may be located on private property without a sign permit or fee provided they do not interfere with pedestrian/traffic safety or create visual clutter. In these instances, Code Enforcement will request property owners to relocate or remove the signs.
4. Political signs on private property cannot be larger than 8 square feet (24" x 48").
5. Per City Code, the sign cannot be erected more than 45 days prior to the election to which it relates and the sign will not remain more than 7 days after the election.
6. If you have any questions or concerns please contact the Department of Planning for assistance.



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INSTRUCTIONS

PLEASE REVIEW THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING AND SUBMITTING YOUR FORMS:

- **CERTIFICATE OF CANDIDACY;**
- **GIFTS DISCLOSURE STATEMENT;**
- **CAMPAIGN CONTRIBUTIONS DISCLOSURE STATEMENT;**
- **INTERESTS DISCLOSURE STATEMENT; AND**
- **CANDIDATE ACKNOWLEDGMENT.**

A. Certificate of Candidacy

Page 1 - Fill in your name as it is to appear on the ballot.

Provide your home address and telephone numbers.

Indicate whether you are a candidate for Mayor or City Council

Provide requested documentation.

Page 2 - Sign and date where indicated before a notary public.

Provide payment of \$100.00 or \$50.00 by cash or check.

ATTACH the following forms and bring to City Board of Elections Supervisor at City Hall, 711 Pennington Avenue, Havre de Grace, Maryland 21078.

1. Gifts Disclosure Statement
2. Campaign Contributions Disclosure Statement
3. Interests Disclosure Statement
4. Candidate Acknowledgement Form

B. Gifts Disclosure Statement

Page 1 - Fill in your name, address, phone number and email.

Indicate whether you are a candidate for Mayor or City Council.

Describe each gift and its fair market value, or just list cash value if gift is by cash, check, or other monetary transfer. You only need to identify gifts received in excess of \$20 individually, or in a series exceeding \$100 if received from someone, directly or indirectly, who does business with or is regulated by the City.

Do not include campaign contributions on this form.

If no gifts are required to be disclosed, mark your initials on the line indicated.

Sign and date the form where indicated.

C. Campaign Contributions Disclosure Statement

Page 1 - Fill in your name, address, phone number and email.

Indicate whether you are a candidate for Mayor and City Council.

You only need to disclose certain campaign contributions. Specifically, only those from individuals who do business with the City, the Mayor, City Council members or City officials; or who is regulated by the City; or who contracts with the City, whether proposed or approved, for \$5,000 or more; or who has financial interests distinguishable from the general public that may substantially or materially affect the performance of elected or City officials; or that you know has an employment relationship which could impair your impartiality or judgment. This would apply to contributions made by individuals directly or indirectly by business entities or other interests controlled by them.

List any such contributions received by month/year, name of contributor and the amount received.

D. Interests Disclosure Statement

Interests clarified - Pursuant to Ethics Code Section 67-4(H), the following are "interests" required to be disclosed:

- (1) An interest held by a qualified relative, but not a sibling, if the interest was at any time during the reporting period directly or indirectly controlled by the elected official or candidate.
- (2) An interest held by a business entity in which the elected official or candidate held a 30% or greater interest at any time during the reporting period.
- (3) An interest held by a trust or an estate in which, at any time during the reporting period:
 - (a) The elected official or candidate held a reversionary interest or was a beneficiary; or
 - (b) If a revocable trust, the elected official or candidate was a settlor.
- (4) An "interest" shall not include exchange traded funds, or ETFs, such as a diversified collection of assets like a mutual fund that trades on an exchange.

PAGE 1 - Fill in your name, address, phone number and email.

Indicate whether you are a candidate for Mayor or City Council.

Date and sign the certification.

Disclose your ownership in real property. If no legal address, use a description (Smith Farm on Jones Road) and deed liber/folio reference.

Examples of "nature of interest" would be fee simple ownership, life estate, tenant in common, remainderman, or joint ownership.

Conditions or encumbrances would include mortgages or significant deed restrictions which would hinder property development.

Other persons with interests in the property could be tenants in common, joint tenants, or remaindermen in a life estate.

Within 10 days of receipt of these required Statements (Gifts, Contributions, and Interests), the Board of Election Supervisors shall forward the statements to the Ethics Commission. (City Ethics Code 67-4(A)(4)(d)).

All submitted Statements are available for public inspection during regular business hours. (City Ethics Code 67-4(B)(2)).

If an individual requests inspection of the Interests Disclosure Statement, the Commission shall record (City Ethics Code 67-4(B)(4) and (5):

1. The name, home address, telephone number and email address of the individual reviewing or copying the statement.
2. The name of the person whose Interest Disclosure Statement was examined.
3. The reason for the request.

The Commission shall provide the candidate with a copy of the requestor's information if requests to examine the Statements are made.

Before public review, the home address of any candidate shall be redacted. (City Ethics Code 67-4 (6)).

Statements shall be retained for two years from the date of receipt or completion. (City Ethics Code 67-4(C)).

REPORTING PERIOD: The reporting period shall include the entire prior calendar year and is to include current information through the filing date.

QUALIFIED RELATIVE: A spouse, parent, child, or sibling. (City Ethics Code 67-1, Definitions).



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Certificate of Candidacy

I hereby certify, under penalties of perjury that my name is:

I reside at (effective January 1, 2019, address is to be redacted from public disclosure):

Street number, Street, Post Office Box, City, State and Zip

Home Telephone: _____ Business Telephone: _____

I hereby request that you place my name as hereon designated:

(No nicknames or titles) Given name or names, plus the initial letter of other given names, if any, and surname (Article 33, Section 4A-1(a)(b) and (c)) on the official ballot to be used in the City Election to be held on the first Tuesday after the first Monday of May in the year Two thousand and _____.

I am a candidate seeking the office of (check one): _____ Mayor _____ Council

In accordance with the City Charter Sections 17 or 21, I acknowledge the following qualifications:

1. I am at least twenty-five (25) years of age
2. I am a citizen of the United States for at least ten (10) years
3. I am a resident of the City of Havre de Grace for not less than two (2) years immediately preceding the election date
4. I am a qualified voter

In order to verify that I have met the above requirements for the position that I am seeking, I am providing one or more of the following documents (check all that apply):

- Birth Certificate or Naturalization papers
- Valid Driver's License
- Voter Registration Card
- Driving Record Maintained by the Motor Vehicle Administration
- U.S. Postal Service Records
- Land Records as maintained in City Hall or Circuit Court
- Other _____

There is a non-transferable filing fee of \$100.00 for Mayor or \$50.00 for City Council that is submitted herewith. Checks must be made payable to the City of Havre de Grace.

I further certify that I meet the qualifications for the above-mentioned office as set forth in the Constitution of Maryland or the Charter of this City and that I am not a candidate for any other public office.

Signature of Candidate

Date of this Certificate of Candidacy: _____

State of Maryland
County of _____

Subscribed and sworn before me this ____ day of _____, _____

Notary Public or other authorized person to administer oath

SEAL: _____
Notary Public

For office use only:

In accordance with the City Charter, the Director of Administration must deliver this form to the Board of Elections Supervisor on the Friday following the third Tuesday in March.

Certification Received by: _____

Date Received: _____

Amount Paid: \$100.00 \$50.00 Check Number: _____ or Cash received: _____

Forms received:

Gifts Disclosure Campaign Contributions Disclosure Interests Disclosure

Candidate Acknowledgement Form

Date Candidacy form and required Statements were delivered to the Board of Election Supervisors: _____

By: _____
Director of Administration

Within 10 days of receipt of these required statements, the Board of Election Supervisors shall forward the statements to the Ethics Commission. (City Ethics Code 67-4(A)(4)(d)).

Date Candidacy Form/required statements received by the Ethics Commission: _____

Signature Ethics Commission Chair or Designated representative

ETHICS COMMISSION REVIEW

Candidacy form and required Statements were reviewed by the Ethics Commission and were

_____ accepted _____ returned to the candidate for more complete information
on this _____ day of _____, 20____.

Signature of Ethics Commission Chair

Date supplemental forms were received by Ethics Commission: _____

Supplemental forms are: _____ accepted _____ rejected

CERTIFICATION BY BOARD OF ELECTION SUPERVISORS

The Certificate of Candidacy has been verified based on the documentation provided and the above-named candidate has hereby been certified to run for the office indicated.

I hereby declare this candidacy:

_____ accepted _____ rejected

Election Supervisor

Date

In accordance with the City Charter, within ten (10) days of the original receipt of this form, the Board shall notify those candidates whose certification of candidacy was rejected.



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GIFTS DISCLOSURE STATEMENT

Complete and Return on or before April 30th during each year official or employee holds office.

Name of Appointed Official or Employee: _____

OR

This Form MUST BE FILED with the Certificate of Candidacy Form

NAME OF CANDIDATE: _____

Address of Candidate: _____
[home address must be redacted before public disclosure]

Phone Number: _____ Email: _____

Candidate for: _____ Mayor _____ Council

Disclose, for the previous calendar year any gift, which was not a campaign contribution that was in excess of \$20.00, or in a series of gifts totaling \$100.00 or more, and received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with or who is regulated by the City. (See City Ethics Code §67-4(E) and Md. Code Annotated, Ethics, Section 5-607(e)(3)).

For each such gift, disclose the following:

Description of the Nature and Value of the Gift	Identity of Person from whom Gift was received

(use additional page if necessary)

If no such gifts were received, please initial here. ____

I hereby certify, under penalty of perjury, that the foregoing is true and correct to the best of my knowledge, information and belief.

Dated: _____

Signature



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CAMPAIGN CONTRIBUTIONS DISCLOSURE STATEMENT

This Form MUST BE FILED with the Certificate of Candidacy Form

NAME OF CANDIDATE: _____

Address of Candidate: _____

[home address must be redacted before public disclosure]

Phone Number: _____ Email: _____

Candidate for: _____ Mayor _____ Council

Disclose a list of all campaign contributions received from an individual (directly or indirectly) who:

- (a) does business with the City, members of City Council or Mayor, or any City Official;
- (b) is regulated by the City;
- (c) contracts, whether approved or proposed, with the City for \$5,000 or more;
- (d) has financial interests distinguishable from the general public that may be substantially and materially affected by the performance of the City, Mayor, City Council, or any City Official; or
- (e) the candidate knows or reasonably should know has an employment relationship with any member of the City Council or the Mayor or City Official which could impair the impartiality or independent judgment of the candidate

if the donation exceeds \$50.00, or in a series of contributions exceeds \$100, during the reporting period. (See City Code Ethics Code §67-4(F)).

Month/Year Rec'd	Name of Contributor	Amount Rec'd

[attach additional sheet if needed]

I hereby certify, under penalty of perjury, that the foregoing is true and correct to the best of my knowledge, information and belief.

Dated: _____

Signature



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INTERESTS DISCLOSURE STATEMENT

NAME OF CANDIDATE: _____

Address of Candidate: _____
[home address must be redacted before public disclosure]

Phone Number: _____ Email: _____

Candidate for: _____ Mayor _____ Council

The following interest disclosure statements are required under the City Ethics Code §67-4.
I solemnly swear and affirm under penalties of perjury that the following interest disclosures are true and correct to the best of my knowledge and information.

Dated: _____
Candidate Signature

A. Disclose interests in real property pursuant to City Ethics Code §67-4(D)(1):

1. Real Property owned at the time the Certificate of Candidacy is filed:

Property 1

Street Address	
Mailing Address (if different)	
Legal Description (if no physical address)	
Nature of interest held	
Conditions or encumbrances	
Date Acquired	
Name of Person Acquired From	
Purchase Price, or fair market price at time acquired if a gift	
Identity of other persons with interests in the property	

Property 2

Street Address	
Mailing Address (if different)	
Legal Description (if no physical address)	
Nature of interest held	
Conditions or encumbrances	

Date Acquired	
Name of Person Acquired From	
Purchase Price, or fair market price at time acquired if a gift	
Identity of other persons with interests in the property	

For additional properties, please attach additional sheet.

2. Real Property owned but transferred during the preceding calendar year through the date of this filing:

Description of the Interest transferred	
Nature and amount of consideration received, or if a gift, the fair market value at the time of transfer	
Person to whom property transferred	
Identity of other persons with an interest in the property	
Date property transferred	

For additional properties, please attach additional sheet.

- B. Disclose interests in corporations, partnerships, or business entities pursuant to City Ethics Code §67-4(D)(2).

All interests in any corporation; partnership, limited liability partnership, limited liability company, or business entity that is regulated by or does business with the City or an agency, board, or commission of the City must be disclosed.

For each such entity state:

Name of Entity	
Address of Principal Office	
Type of Entity	
Nature and Amount of interest held	
Conditions or encumbrances	

For any such interests transferred in whole or in part during the reporting period:

Description of the interest transferred	
Nature and amount of consideration received	
Identity to whom interest transferred (if known)	
Date of transfer	

For any such interests acquired during the reporting period:

Date interest acquired	
Manner of acquisition	
Identity of person from whom acquired	

Nature and amount of consideration given, or if a gift, the fair market value of the interest at the time of acquisition	
--------------------------------------------------------------------------------------------------------------------------	--

For additional interests in corporations, partnerships or business entities, please attach additional sheet.

C. Disclose any interests or employment with entities doing business with the City (see City Ethics Code §67-4(D)(3))

Provide the following information with respect to positions held by the candidate or a qualified relative at any time during the reporting period with entities doing business with the City:

Title or office or salaried position held	
Name of entity with whom position is held	
Address of principal office	
Description of position	
Date position commenced	
Name of City agency, board or commission with which the entity does business	

For additional positions, please attach additional sheet.

D. Disclose indebtedness to persons or business entities doing business with the City. City Ethics Code §67-4(D)(4).

Disclose all liabilities owed by the candidate or qualified relative (excluding retail credit or credit card accounts) to persons or business entities doing business with the City at any time during the reporting period.

For each liability identify:

Name of Person or Entity to which liability is owed	
Date liability incurred	
Amount of liability at end of reporting period	
Terms of Payment	
Extent to which Principal Increased/Decreased during the reporting period	
Description of security given, if any, for the liability	

For additional indebtedness, please attach additional sheet.

E. Disclose qualified relatives employed by the City. (Ethics Code §67-4(D)(5))

Disclose the qualified relatives of the elected official or candidate employed by the City in any capacity at any time during the reporting period.

Name of qualified relative	
Position held at the City	
Date position commenced	

For additional qualified relatives employed by the City, please attach additional sheet.

F. Disclose Sources of Earned Income (Ethics Code §67-4(D)(6))

Disclose the name and address of the place of employment for the elected official or candidate and for each qualified relative, and each business entity which the elected official or candidate or his/her qualified relatives were a sole or partial owner and from which they received earned income, at any time during the reporting period.

Name of Employer	
Address of Employer	
Were you a sole owner of entity from which you received earned income? (yes or no)	
Were you a partial owner of the entity from which you received earned income? (yes or no)	
Name of Employer for qualified relative	
Address of employer for qualified relative	
Was your qualified relative a sole owner of the entity from which they received earned income? (yes or no)	
Was your qualified relative a partial owner of the entity from which they received earned income? (yes or no)	

For additional employer information, please attach additional sheet.

G. Disclose judgments, suits, criminal and traffic record, (Ethics Code §67-4(D)(7)).

With respect to each item, identify the following:

Description (unpaid money judgment, pending suits for money judgment, criminal or traffic record, etc.)	
Name of Court and County	
Case number	
Outcome or expected resolution date	

For additional suit or judgment information, please attach additional sheet.

THIS INTERESTS DISCLOSURE FORM IS TO BE SUBMITTED WITH YOUR CERTIFICATE OF CANDIDACY, THE CANDIDACY ACKNOWLEDGMENT FORM, THE GIFTS DISCLOSURE STATEMENT, AND CAMPAIGN CONTRIBUTION DISCLOSURE STATEMENT TO:

BOARD OF ELECTION SUPERVISOR(S)
 c/o City of Havre de Grace
 711 Pennington Avenue
 Havre de Grace, Maryland 21078.



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CANDIDATE ACKNOWLEDGEMENT FORM

(Required by City Code: Ethics §67-4(A)(2))

This CANDIDATE ACKNOWLEDGEMENT MUST BE FILED
with the Certificate of Candidacy

I, _____ (Candidate's name),
hereby acknowledge receipt of a copy of the "Interests Disclosure Form" for the City of Havre
de Grace.

Dated: _____

Candidate's Signature