



# Chevy Chase Village Board of Managers' Election Process

## Introduction

Chevy Chase Village is a Maryland municipality that operates under a council-manager form of government. The Village's Board of Managers is elected by the residents of the Village and is charged with carrying out the corporate responsibilities outlined in the Village Charter, including passing local laws, setting a property tax rate, adopting operating and capital budgets, and providing services to ensure the health, safety and welfare of the Village's residents.

## Board positions

The Village Board of Managers is a non-partisan seven-member body of Village residents. The Board elects the following officers from among its members: Chairman, Vice Chairman, Treasurer, Assistant Treasurer, Secretary, and Assistant Secretary.

## Terms

The Board serves staggered two-year terms, with three seats up for reelection in even-numbered years and four seats up for reelection in odd-numbered years. There are no limits on the number of terms a Board member may serve.

## Oversight

Elections of Board members are conducted by the Village's Election Supervisors, a 5-person panel of Village residents appointed by the Board. The Village Charter provides the legal process for electing the Board of Managers. In the event the

Charter or election procedures established by the Election Supervisors do not address an issue, the Election Supervisors will take into consideration, but will not be bound by, procedures adopted by Montgomery County and/or the State of Maryland for general elections.

In addition to other responsibilities described herein, the duties of the Elections Supervisors include, but are not limited to, the following:

(1) coordinate with Village staff with respect to pre-election procedures such as election notices, provision and collection of required forms, including the certificate of candidacy and financial disclosure form, and obtaining voter registration lists;

(2) ensure that absentee ballots are available and accounted for;

(3) ensure that ballots and the voting place are available during the hours of election, accommodate poll watchers, and maintain peace and order during the election process;

(4) determine the registered voters of the Village and resolve disputes as to which residents are authorized to vote; and

(5) in the event of a vacancy on the Board, the Chair of the Board will direct the Chair of the Election Supervisors to initiate a process to fill the vacancy until the next election.

The Election Supervisors include:

Mary Sheehan, Chair  
Sarah Brau  
Robert Broeksmit  
Karen Spangler  
Nancy Wilkinson

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Term July 2023  
Term July 2024  
Term July 2026  
Term July 2023  
Term July 2025

## **Candidacy: Eligibility and Procedures**

Any person who has been domiciled in the Village for at least one (1) year immediately preceding the third Saturday in May, and is qualified by law to vote in Montgomery County elections may file a Certificate of Candidacy with the Election Supervisors. A prospective candidate must submit his or her Certificate of Candidacy between February 15 and March 15 in the year of the election.

A Certificate of Candidacy must be accompanied by a completed Financial Disclosure Statement as required under Sec. 2-6 of the Village's Public Ethics Code. Certificates of Candidacy will NOT be accepted unless the Financial Disclosure Statement is submitted concurrently.

In the event that, by March 15 in the year of the election, the number of qualified candidates is fewer than the seats to be filled, then the deadline for receipt of Certificates of Candidacy and Financial Disclosure Statements will be extended to March 25.

Both the Certificate of Candidacy and the Financial Disclosure Statement forms may be obtained from the Village Office at 5906 Connecticut Avenue, Chevy Chase, MD 20815 or downloaded from the Village website at [www.chevychasevillagemd.gov](http://www.chevychasevillagemd.gov).

## **Contested and uncontested elections**

In the event that, by March 15 of the election year (or by March 25 in the event of an extension of the filing deadline), the number of qualified candidates is equal to or fewer than the number of available Board seats, then no election will be held and the qualified candidates will be declared elected by the Election Supervisors during the Village's Annual Meeting held on the third Monday in April. If Board seats remain vacant, they will be filled through the appointment process outlined in the Village Code.

In the event that the number of qualified candidates is more than the number of available

Board seats, a contested election will be held. All elections will be held by secret ballot.

A special election issue of the Chevy Chase Village *Crier* newsletter will be prepared and circulated containing a statement of no more than 250 words by each candidate along with a photo. This special election issue will be mailed to Village households and posted to the Village website prior to the Candidates Forum and Meet the Candidates Reception.

## **Candidates Forum and Meet the Candidates Reception\***

If the election is contested, the Election Supervisors will host a Candidates Forum and Meet the Candidates Reception, either at the Village Hall or virtually. The forum and reception will take place between early April and mid-May on a date selected by the Election Supervisors. The Election Supervisors will make every effort to select a date on which all candidates can be present and that is convenient for Village residents to attend.

The Candidates Forum will be moderated by the Election Supervisors, who will formulate questions in advance and also allow questions from the floor. The forum will be followed by the Meet the Candidates Reception, which will provide an opportunity for residents to meet the candidates for the Board and visit with them informally.

*\*See "Guidelines for Chevy Chase Village Board of Managers Candidates Forum" available on the Village website.*

## **Voting eligibility**

Any person who has been domiciled in the Village for at least thirty (30) days prior to an election, will be eighteen (18) years of age at Election Day, and is qualified by law to vote in Montgomery County elections, will be qualified to vote in any general or special Village election. Any person domiciled within the Village may register to vote in Village elections by registering to vote in Montgomery County elections. Voter registration for a Village election will close thirty (30) days prior to such Village election.

## **Election Day, Voting Center location and hours.**

Election Day will be the third Saturday in May. An election ballot will be mailed to all registered voters in the Village prior to the election. On Election Day, a Voting Center will be open from 10:00 a.m. to 3:00 p.m. at the Village Hall, 5906 Connecticut Avenue, Chevy Chase, Maryland 20815.

## **Voting Procedures**

- How to vote: by-mail ballots

Between late March and mid-April, the Village's contracted election service provider will mail a ballot packet to each qualified voter to the address on the voter register provided by the Montgomery County Board of Elections. The ballot packet will contain a return envelope, a ballot-affidavit envelope, and an official ballot. A control number and an affidavit requiring the voter to attest to the voter's eligibility will be printed on the outside of the ballot-affidavit envelope. The affidavit must be signed for the ballot to be counted. The ballot will indicate the maximum number of candidates that the voter is allowed to vote for. If the voter votes for more than the maximum number of candidates allowed, the ballot will be disqualified.

Voters must return their completed ballot in the provided ballot-affidavit envelope by either:

- A. placing it in the ballot box at the Voting Center at the Chevy Chase Village Hall (at main entrance on the Laurel Parkway side of the building) before 3:00 p.m. on Election Day, or
- B. mailing the completed ballot to the Village Hall in the provided return envelope. Ballots must be received at the Village Hall by 3:00 p.m. on Election Day, regardless of postmark date. Residents should allow sufficient time for a ballot to be delivered by mail.

Whether deposited in the ballot box or returned by mail, ballots must be received at the Village Hall by 3:00 p.m. on Election Day in order to be counted. Ballots received after that time will not be counted.

Ballots that are not returned in the provided ballot-affidavit envelope will not be counted. The Election Supervisors will not accept copies of ballots or copies of ballot-affidavit envelopes.

In the event a voter's ballot is lost, missing, or spoiled, the voter may request issuance of a new election ballot from the Election Supervisors in person at the Voting Center on Election Day or obtain an absentee ballot as described below.

- Voting absentee

Ballots will be mailed in ample time to ensure that voters have sufficient time to vote. There may, however, be circumstances where a voter is unable to access their mailed ballot. In these instances, qualified voters may request a replacement ballot, referred to herein as an "absentee ballot".

Any qualified voter who is unable to access the mailed ballot prior to Election Day, may request an absentee ballot from the Village Manager, either in person, by mail or electronic communication, or through a designee. In order to be counted, completed absentee ballots must be either received at the Village Hall by mail or placed in the ballot box at the Village Hall, in either case before the Voting Center closes at 3:00 p.m. on Election Day, as described in the preceding section.

- Ballot counting

At 3:00 p.m. on Election Day, the Election Supervisors will close access to the ballot box. All returned election ballots will be retrieved from the ballot box, and the Election Supervisors will serve as election judges to conduct the vote counting as follows:

1. The election judges will review the ballot-affidavit envelope to ensure it was properly completed, as follows:
  - a. confirm that the person who signed the ballot-affidavit envelope is a qualified voter listed on the voter register provided by the Montgomery County Board of Elections,
  - b. confirm that the control number on the ballot-affidavit envelope matches the control number assigned to the voter, and
  - c. confirm that the ballot-affidavit envelope has not been spoiled.
  - d. Any ballot-affidavit envelope that is found to be spoiled or otherwise improper will not be opened and any ballot therein will not be counted.
2. After the election judges determine that a ballot-affidavit envelope is proper, the election judges will mark the Montgomery County voter register to indicate that the voter cast a ballot. The ballot-affidavit envelope will be opened, and the ballot will be removed and separated from the envelope to maintain voter privacy.
3. The election judges will then review the ballot to ensure that it is properly completed. Ballots that are properly completed will then be counted. Ballots that are not properly completed will be considered spoiled and will not be counted.
4. The election judges will keep separate any spoiled or otherwise improper ballot-affidavit envelopes or ballots and will ensure that those ballots are not counted.

- Provisional voters

If an election ballot is submitted by a person who is not on the Montgomery County voter register, that person will be considered a “Provisional Voter” and that ballot will be considered a “Provisional Ballot”. All Provisional Ballots will be placed in an envelope marked “Provisional Ballots” by the election judges.

If the number of Provisional Ballots cast is great enough that they could affect the outcome of the election, the official election results will not be

declared until the next business day after each Provisional Voter’s registration can be verified by the Montgomery County Board of Elections. If the number of Provisional Ballots cast is not great enough to affect the outcome of the election, the Provisional Ballots will not be counted and the official election results will be declared on Election Day.

### **Election results**

Ballot counting will be conducted by the Election Supervisors. The candidate(s) receiving pluralities of the total number of votes cast shall be declared elected. To resolve a tie vote when there is no plurality that decides the election, a special election will be held as soon as practicable after ten days’ notice is provided to Village residents.

Once the successful candidates have been declared elected, the election results, including the number of votes cast for each candidate, will be posted at the Village Hall and on the Village’s website, sent by email to all residents registered for the Village General News Blast email list, and published in the next issue of the *Crier*.

### **Oath of office**

Each newly-elected and reelected Board member will qualify by taking an oath to support the Constitution of Maryland and the Constitution of the United States and to faithfully and diligently perform the duties of said office without favor, partiality or prejudice.

The oath will be administered by any officer in Montgomery County authorized by law to administer oaths. Newly-elected and reelected Board members will be sworn into office at the beginning of the Board’s regular monthly meeting held during the June immediately following the election. Said oath will be filed among the records of Chevy Chase Village.

*Effective 11/2014; amended 5/2015, 1/2016, 1/2018, 1/2019, 1/2020, 1/2021, 2/2022, 2/2023.*