



CITY OF ABERDEEN
60 North Parke Street
Aberdeen, Maryland 21001
(410) 272-1600
www.aberdeen-md.org

Candidate Package
2015 Municipal Election

Aberdeen Board of Elections:

Gina Bantum, Chair
Angela Johnson
Mark Schlottman

City Staff:

City Manager: Douglas Miller
City Clerk: Monica Correll

CITY OF ABERDEEN ELECTION 2015

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CITY OF ABERDEEN 2015 ELECTION SCHEDULE

**ELECTION DAY IS TUESDAY, NOVEMBER 3, 2015, 7:00 AM to 8:00 PM
ABERDEEN SENIOR CENTER, 7 FRANKLIN STREET, ABERDEEN, MD 21001**

Filing instructions: *All candidacy forms must be filed in person with the City Clerk, Monica Correll, no later than 5:00 p.m. on Tuesday September 29, 2015. It is recommended that the candidate contact the City Clerk at (410) 272-1600 or via e-mail at mcorrell@aberdeen-md.org to arrange a time for submission of the forms or for further information.*

First Day to File: Monday, August 31, 2015
Last Day to File: Tuesday, September 29, 2015 by 5 PM
Last Day to Withdraw Candidacy: Friday, October 2, 2015 in Writing

Withdrawal instructions: *All withdrawals must be in writing, signed by the candidate, addressed to the Aberdeen Board of Elections and submitted to the City Clerk by 5:00 p.m. on Friday, October 2, 2015.*

Contribution & Expenditure Reports Due Dates:

- **1st Report:** Due Tuesday, **October 6, 2015** (4th Tuesday before election)
- **2nd Report:** Due Friday, **October 23, 2015** (2nd Friday before election)
- **3rd Report:** Due Tuesday, **November 24, 2015** (3rd Tuesday after election)
- **Disposal of Funds:** **November 4, 2015 through January 2, 2016**
Starting Wednesday, November 4, 2015 through Saturday, January 2, 2016, all campaign funds for the 2015 election and all prior elections must be disposed of in compliance with §36-5B of the Aberdeen Code of Ordinances.
- **Final Report** Due by Friday, **January 29, 2016.**

Return the following completed forms and documents to the City Clerk when filing for candidacy. Omission of any of these items may delay the process of approval for candidacy by the Election Board.

- Contact Information for Candidate and Treasurer Form (**Attachment A**)
- Certificate of Candidacy (**Attachment B**)
- Campaign Treasurer and Campaign Contribution Accountability Form (**Attachment C**)
- Financial Disclosure Statement 2014 - must be notarized (**Attachment D**)
- A Copy of Driver's License or Voter Registration Card
- Check made payable to the *City of Aberdeen*, or cash in the amount of \$25.00.

Additional notes:

- Aberdeen Municipal Elections are non-partisan.
- Submitted "Financial Contributions and Expenditure Reports" and "The Financial Disclosure Statement" are considered to be public records. The "Financial Contributions and Expenditure Reports" are posted on the City's website.
- Candidates must consult with the Harford County Board of Elections if initiating voter registration drives; 133 Industry Lane, Forest Hill, Maryland, 21050; phone (410) 638-3565, www.harfordvotes.info.



CITY OF ABERDEEN ELECTION 2015

REQUIREMENTS FOR CANDIDATES RUNNING FOR MAYOR OR COUNCIL MEMBER OF ABERDEEN

The following information is supplied to ensure that all candidates for the office of Mayor or Council member are aware of the requirements.

The 2015 election will be held on Tuesday, November 3, 2015 at the Aberdeen Senior Center located at 7 Franklin Street, from 7:00 a.m. to 8:00 p.m. Earliest filing date will be Monday, August 31, 2015 and the latest date for filing will be Tuesday, September 29, 2015 by 5:00 p.m., sharp. Withdrawal deadline will be Friday, October 2, 2015 and must be in writing.

The Candidate Package may be obtained from either the City Clerk (Monica Correll), the City Hall Receptionist, or via the City's website www.aberdeen-md.org. The completed forms must be filed, in person, with the City Clerk. It is recommended that the candidate contact the City Clerk at 410-272-1600 or via e-mail at mcorrell@aberdeen-md.org to arrange a time for submission of the forms or for further information.

To be eligible to run for the office of MAYOR OR COUNCIL MEMBER of Aberdeen, the candidate must meet ALL of the following requirements

1. The candidate must be a current registered voter of Harford County.
2. The candidate must have domiciled within the corporate limits of the City of Aberdeen for at least two (2) years immediately preceding the election.
3. The candidate must be a qualified voter of the City of Aberdeen.
4. Mayoral candidates must be at least 25 years of age by the Monday following the election (November 9, 2015).



**CITY OF ABERDEEN
ELECTION 2015**

**ANNUAL FINANCIAL DISCLOSURE
STATEMENT FOR ELECTED OFFICIALS
AND CANDIDATES FOR ELECTED OFFICE**

Under the provisions of Chapter 43, Ethics, of the Code of the City of Aberdeen, the candidate must complete and file a Financial Disclosure Statement (**Attachment D**) for review and approval by the Aberdeen Ethics Commission. The Financial Disclosure Statement must be notarized. A copy of Chapter 43 has been provided. (**Attachment E**)

If the candidate has already submitted a Financial Disclosure Statement for 2014, as an elected official, this form does not need to be completed again.

The Board of Elections concurrently reviews the certificate of candidacy to determine whether the candidate is eligible for election for the office sought. The candidate will be advised within 72 hours after filing whether he or she is eligible for election or has not satisfactorily completed the form(s).



CITY OF ABERDEEN ELECTION 2015

CHAPTER 36, ELECTIONS

*Chapter 36 of the Code of the City of Aberdeen requires that the candidate, or candidate's treasurer, file with the Aberdeen Board of Elections, periodic reports of money spent and money received. Forms for these reports are provided. **(Attachment F)** Please read these excerpts from the Code to better understand the requirements and expectations of candidates and treasurers. The entire Charter and Code of the City may be found at www.ecode260.com or via the City's website.*

§36-5. Reporting and disposition of contributions and expenditures.

§36-5 A. A report(s) of all moneys spent and received shall be filed with the Aberdeen Board of Elections on a form provided by the Board. The initial and subsequent reports shall be consecutively filed as follows:

- (1) No later than the fourth Tuesday (**October 6, 2015**) immediately preceding any municipal election;
- (2) No later than the second Friday (**October 23, 2015**) immediately preceding any election which shall be complete through and including the preceding Sunday (**October 18, 2015**);
- (3) No later than the third Tuesday (**November 24, 2015**) after the municipal election;

Note: Reports are allowed to be marked "final" starting with this report if no cash balance exists and if all unpaid bills or deficits are paid.

- (4) No later than January 31 following a municipal election, the candidate shall file a final report with the Board. That report shall give a full account of how many surplus funds were disposed of in compliance with §36-5B. (**Since January 31 falls on a Sunday, the report is due Friday, January 29, 2016.**)



**CITY OF ABERDEEN
ELECTION 2015
(Continued)**

§36-5 B. Within 60 days following the November 2015 Aberdeen municipal election (**November 4, 2015 through January 2, 2016**), each candidate in that election and in prior Aberdeen municipal elections, shall do one of the following with respect to all campaign funds then remaining after all campaign expenses have been paid and all loans to the campaign have been repaid. As used in this subsection, "campaign funds" includes all campaign funds contributed to the candidate for the November 2015 election and for all prior Aberdeen municipal elections. Remaining campaign funds shall be:

- (1) Returned to the original contributors either in total or in a pro rata share;
- (2) Donated to a 501(c)(3) organization that has its principal place of business in Aberdeen; or
- (3) Donated to an organization that supports Aberdeen-based public schools, such as, but not limited to:
 - (a) PTA or PTSO;
 - (b) Band boosters; and
 - (c) Sport boosters.

§36-5 C. Within 60 days following all subsequent Aberdeen municipal elections, all campaign funds then remaining after all campaign expenses have been paid and all loans to the campaign have been repaid shall be returned to contributors or donated as provided in Subsection B of this section.

§36-5 D. Any candidate elected to the office which he/she seeks who shall fail to file any report required by this section to be filed before a general election shall not be administered the oath of office or be permitted to serve until such report has been filed.

§36-6. Limitation and use of campaign contributions.

§36-6 A. A limitation of no more than one thousand dollars (\$1,000) in cash, gifts or in-kind services may be contributed by one (1) person or organization to each individual candidate. The contributor and any amount will be reported on the candidate's financial report.

§36-6 B. No candidate shall accept any anonymous contribution in excess of five dollars (\$5) in cash from any one (1) individual or source, nor shall she/he accept more than a total of three hundred dollars (\$300) in cash in anonymous contributions in connection with any election. Any anonymous contribution received by a candidate in excess of the limits stated herein shall be promptly paid over to the City to be used for any lawful purpose.

**CITY OF ABERDEEN
ELECTION 2015
(Continued)**

§36-6 C. Campaign contributions may be used only for the following purposes:

- (1) Printing of signs.
- (2) Printing of campaign materials.
- (3) Mailing of campaign materials.
- (4) Costs associated with production of electronic campaign materials.
- (5) Costs associated with distributing electronic campaign materials.
- (6) Creation and maintenance of campaign website and/or social media.
- (7) Meals for campaign workers.
- (8) Renting of tents and/or other supplies for rallies, and for Election Day poll-watching locations.
- (9) Costs associated with production and placing print media advertisements.
- (10) Costs associated with outdoor advertising.
- (11) Costs of garments for campaign workers.
- (12) Cost of attending functions where exposure will aid in the candidate's election process.

§36-7. Posting of campaign signs.

§36-7 A. Campaign signs should be removed within one (1) week after the election.

§36-7 B. Campaign signs shall not be displayed on City property, State of Maryland right-of-ways, or utility poles or in such a way as to present a danger to person or property, or to limit the visual field of drivers or pedestrians and cannot impede public right-of-way.

§36-8. Proximity to polls on election day; additional rules and regulations.

§36-8 A. On the day of the municipal election, candidates may not position themselves, their supporters or their campaign signs closer than a distance of one hundred (100) feet from the entrance to the polls, except for personal voting. The Board of Elections shall be responsible for the demarcation of this distance. No campaign materials shall be permitted within the polling place on that date.

§36-8 B. The Board of Elections shall promulgate rules and regulations regarding the conduct of elections not otherwise provided herein.

§36-8 C. Candidates shall be subject to the requirements contained in the Aberdeen Ethics Law, Chapter 43 of the Code of City Ordinances.



**CITY OF ABERDEEN
ELECTION 2015
(Continued)**

§36-9. Violations and penalties.

§36-9 A. Any person who violates any of the provisions of this chapter shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one thousand dollars (\$1,000), or be imprisoned for not more than one (1) year, or both, at the discretion of the court.

§36-9 B. In addition to the penalty cited in Subsection A, a violation of §36-5, reporting and disposition of contributions and expenditures, shall disqualify the person from registering for elective office until disposition of excess campaign funds has been made, in accordance with §36-5.

§36-9 C. In addition to the penalties above, the Board of Elections may seek injunctive relief against any violation of the provisions of this chapter.

§36-10. Construction of provisions. Any and all matters concerning these provisions or the violation thereof shall be under the duly authorized Board of Elections for the City, or as otherwise provided for in the City Charter. These provisions are in addition to those found in the City Charter.

CHALLENGER AND WATCHER CERTIFICATE

Any candidate may assign a Maryland registered voter as a Challenger and Watcher (one who can challenge only the name of a voter) at the polling place during voting hours. The person may sit behind the book judges and watch the election proceedings. At no time is this person allowed to converse with or assist any voter or handle an original election document. A Challenger and Watcher who violates the restrictions of this paragraph may lawfully be ejected by the judges.

*When a Challenger/Watcher arrives, he or she must present the following form to an **Election Supervisor**. When the Challenger/Watcher leaves, the certificate will be returned.*

To observe the opening procedures, the Challenger/Watcher must arrive by 6:30 a.m.; for closing procedures, arrive by 7:30 p.m.

PRINT ALL INFORMATION EXCEPT SIGNATURE

TO THE ELECTION SUPERVISOR:

This is to certify that _____, a Maryland registered voter, has been designated by me to act as a Challenger and Watcher for the City of Aberdeen Municipal Elections to be held on Tuesday, November 3, 2015.

Date

Signature of Candidate

Office Sought

Ethical Behavior for Elected Officials: Playing Politics

Information provided by LocalGovU and the LGIT Online Campus

The electoral process can be brutal. Terms like “mud-slinging,” “bare knuckles” and “take-no-prisoners” are sometimes associated with particularly competitive campaigns. While tough campaigns are more prevalent at the state and national levels, many local political campaigns have been marred by poor and sometimes questionable behavior on the part of candidates.

A political campaign is a competition. Every election will produce a winner and a loser. That does not, however, mean that “anything goes.” Consider this, comparison-sporting events are competitions, and yet in sporting events, fair play is expected. Officials overseeing these events make sure that penalties are called when someone does something that is against the rules.

Should anything less be expected of politicians? If elected officials are going to be held to a higher standard, shouldn’t their campaigns be held to similar standards? If someone has maligned his opponent in an election with innuendo and half-truths, is it realistic to anticipate that his or her behavior is going to magically change overnight when he or she becomes a “trusted” elected official?

A candidate may try to use the excuse, “I had no choice; my opponent was doing it, so I had to respond in kind.” Let’s be very clear about one thing – you always have a choice. You can never control the words that come out of another person’s mouth, but you can control your own words. The argument that “it’s just politics” is a rationalization. Is it better to win an election at all costs, or lose with your integrity intact? This shouldn’t be a difficult question to answer.



ATTACHMENT A

**CITY OF ABERDEEN
ELECTION 2015**

**CONTACT INFORMATION
FOR CANDIDATE AND TREASURER**

Candidate

Print Name: _____

Mailing Address: _____

Phone Numbers: _____

E-Mail: _____

Treasurer

Print Name: _____

Mailing Address: _____

Phone Numbers: _____

E-Mail: _____



ATTACHMENT B

**CITY OF ABERDEEN
ELECTION 2015**

**CERTIFICATE OF CANDIDACY
Mayor and Council Election
November 3, 2015**

Filing deadline: Tuesday, September 29, 2015 by 5:00 p.m.

Must be submitted, in person, to the City Clerk at Aberdeen City Hall, 60 North Parke Street.

Name of candidate: _____

Address of primary residence of
candidate: _____

Office sought: _____
(Note: A Candidate may not simultaneously be a candidate for Mayor and for City Council.)

List all of the candidate's primary residences for at least two (2) years immediately preceding
November 3, 2015 (election date).

(Important: Please provide a photo copy of candidate's driver license or voter registration card.)

Candidate's years of domicile within the corporate limits of Aberdeen: _____

Candidate's date of birth: _____

Is the candidate a registered voter in Aberdeen/Harford County? _____

Affirmation:

I hereby affirm that the above information is correct and true.

SIGNATURE OF CANDIDATE: _____

Certificate of Candidacy must be accompanied by a \$25 fee. _____
(Checks made payable to the City of Aberdeen.) (For office use.)

Acknowledgement of Receipt:

Approval:

City Clerk, Date

Aberdeen Board of Elections, Date



ATTACHMENT C

**CITY OF ABERDEEN
ELECTION 2015**

**Campaign Treasurer and
Campaign Contribution Accountability**

§36-4. The candidate shall name a treasurer who will be responsible for receiving and disbursing all campaign funds. The treasurer's name must appear on all campaign materials, advertisements, etc. No other individual or group may spend money directly to aid the candidate unless the person/group is identified and so states that information; all such support should be directed through the treasurer. The campaign treasurer shall provide to the Board a telephone number with answering service capabilities, an e-mail address, or both, that the candidate and/or campaign treasurer will regularly monitor during the campaign. For printed campaign material, the treasurer's name and/or authority line shall appear in such a manner that it is clearly legible. For each electronic campaign material, including web pages, social media, and robotic telephone calls, a message acknowledging that the treasurer and candidate approve of the electronic campaign material shall be provided in the electronic campaign material. The treasurer shall provide the Board electronic evidence that this approval message was included on each electronic campaign material.

Name of Candidate: _____

Office Sought: _____

Name of Candidate's Treasurer: _____

Treasurer's Address: _____

Treasurer's Phone Numbers: _____

Treasurer's E-mail: _____



ATTACHMENT D

**CITY OF ABERDEEN
60 N. Parke Street
Aberdeen, Maryland 21001**

FINANCIAL DISCLOSURE STATEMENT

I Would Like To Be Notified If Someone Looks At My Form

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.

Regular Reporting Period: January 1 through December 31, **2014**
or
Termination Report: January 1 through _____, **2014**

PLEASE PRINT OR TYPE

FIRST NAME	INITIAL	LAST NAME
CITY AFFILIATION (INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE)		
CURRENT CITY ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
CURRENT POSITION OR OFFICE HELD WITH CITY, IF ANY (OR OFFICE FOR CANDIDACY)		
E-MAIL ADDRESS		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by the City Public Ethics Law 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 by sure to complete the corresponding Schedule.

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, limited liability companies and similar entities. (If "Yes," complete Schedule B.)
- C. I held interests in a business entity other than disclosed under "B" above which did business with the City. (If "Yes", complete Schedule C.)
- D. I received gifts during reporting period from persons doing business with the City, or 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 persons doing business with the City. (If "Yes," complete Schedule F.)
- G. A member of my immediate family was employed by the City 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
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		



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? (Give Street Address, if you know it. If the property is your primary residence, you may enter the lot and block legal description instead, if you wish)

Street Address _____

City/State/Zip _____

2. What kind of property is it?

Improved (indicate whether property is residential or commercial property): Residential

Commercial

Unimproved (vacant lot): _____

3. Is the interest held directly by you or is it attributable to you?

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 you have any interest in any corporations, partnerships, limited liability partnerships (LLP) or 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?

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.) **NOTE:** If interest is 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 in a non-publicly traded entity or LLP or LLC: _____%

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? _____

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 Non-Corporate Business Entities Doing Business with the City

Do you have an interest in any non-corporate business entity (a sole proprietorship) 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?

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 in exchange for the interest in the entity? (Dollar amount you received or if you gave the property as a gift, 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 sole proprietorship(s) that did business with the State 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 business with the City; or, 2) engaged in an activity that was regulated by the City.

- 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 Agency(ies) did the business entity do business? _____

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

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 an individual entity that did business with 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 department or agency that employed the member of your immediate family? _____

3. What was the title of your immediate family member's position with 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? 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 agency or has contracts in excess of \$10,000 with your agency.

- 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: _____

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



Schedule I – Other

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

_____ Yes

_____ No

If yes: _____



ATTACHMENT E

CHAPTER 43. ETHICS

§ 43-1. Applicability.

All provisions of this chapter shall apply to all City elected officials, employees, and appointees to certain boards and commissions of the City of Aberdeen ("City").

§ 43-2. Ethics Commission.

A. There is an Aberdeen Ethics Commission ("Ethics Commission") that consists of five members appointed by the Mayor and confirmed by the Council, who shall serve a term of three years each.

B. The Ethics Commission shall:

- (1) Devise, receive and maintain all forms required by this chapter;
- (2) Develop procedures and policies for advisory opinion requests and provide published advisory opinions to persons subject to this chapter regarding the applicability of the provisions of this chapter to them;
- (3) Develop procedures and policies for the processing of complaints to make appropriate determinations regarding complaints filed by any person alleging violations of this chapter; and
- (4) Conduct a public information program regarding the purposes and application of this chapter.

C. The City Attorney shall advise the Ethics Commission unless special counsel is appointed to advise the Ethics Commission. The Mayor, with the approval of the Council, may appoint special counsel to the Commission. Special counsel shall have the same required minimum qualifications as the City Attorney.

D. The Ethics Commission shall certify to the Maryland State Ethics Commission on or before October 1 of each year that the City is in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, for elected City officials.

E. The Ethics Commission shall determine if changes to this chapter are required in order to be in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, and shall forward any recommended changes and amendments to the Council for enactment.

F. The Ethics Commission may adopt other policies and procedures to assist in the implementation of the Ethics Commission's programs established in this chapter.

§ 43-3. Conflicts of interest.

A. In this section, the term "qualified relative" means a spouse, parent, child, or sibling.

B. All City elected officials, officials appointed to City boards and commissions subject to this chapter and employees are subject to this section.

C. Participation prohibitions. Except as permitted by the Ethics Commission's regulation or opinion, an official or employee may not participate in:

(1) Any matter in which, to the knowledge of the official or employee, the official or employee or a qualified relative of the official or employee has an interest. This Subsection C(1) does not regulate the official or employee specified in Subsection B above if that person is exercising an administrative or ministerial duty that does not affect the disposition or decision of the matter in question.

(2) Any matter, in which any of the following is a party:

(a) A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know.

(b) A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee.

(c) A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating or has any arrangement concerning prospective employment.

(d) A contract that reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative.

(e) An entity, doing business with the City in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know both direct financial interests.

(f) A business entity that:

[1] The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and

[2] As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.

(g) Subsection C(2) above does not regulate the official or employee as specified in Subsection B if that person is exercising an administrative or ministerial duty that does not affect the disposition of the matter in question.

(3) A person who is disqualified from participating under Subsection C(1) or (2) of this section shall disclose the nature and circumstances of the conflict and may participate or act if:

(a) The disqualification leaves a body with less than a quorum capable of acting;

(b) The disqualified official or employee is required by law to act; or

(c) The disqualified official or employee is the only person authorized to act.

(4) The prohibitions of Subsection C(1) and (2) of this section do not apply if participation is allowed by regulation or opinion of the Ethics Commission.

D. Employment and financial interest restrictions.

(1) Except as permitted by regulation of the Ethics Commission, when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:

(a) Be employed by or have a financial interest in any entity:

[1] Subject to the authority of the official or employee or the City agency, board or commission with which the official or employee is affiliated; or

[2] That is negotiating or has entered a contract with the agency, board or commission with which the official or employee is affiliated; or

(b) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.

(c) This prohibition does not apply to:

[1] An official or employee who is appointed to a regulatory or City licensing board or commission pursuant to a statutory requirement that appointees of that board or commission have certain professional and educational qualifications needed to bring relevant expertise to that board or commission;

[2] A member of a board or commission who held a financial interest or employment regulated by the chapter held at the time of appointment, provided the financial interest or employment is publicly disclosed to the Mayor and Council;

[3] An official or employee whose duties are ministerial, if the private employment or financial interest does not create conflict of interest or the appearance of a conflict of interest, as permitted and in accordance with regulations adopted by the Ethics Commission; or

[4] Employment or financial interests allowed by regulation of the Ethics Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.

E. Post-employment limitations and restrictions.

(1) A former official or employee may not assist or represent any party other than the City for compensation in a case, contract, or other specific matter involving the City if that matter is one in which the former official or employee significantly participated as an official or employee.

(2) Until the conclusion of the next regular term that begins after the elected official leaves office, a former member of the Council may not assist or represent another party for compensation in a matter that is the subject of legislative action.

F. Contingent compensation. Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the City.

G. Use of prestige of office.

(1) An official or employee may not intentionally use the prestige of office or public position for the private gain of that official or employee or the private gain of another.

(2) This subsection does not prohibit the performance of usual and customary constituent services by an elected official without additional compensation.

H. Solicitation and acceptance of gifts.

(1) An official or employee may not solicit any gift.

(2) An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.

(3) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has the reason to know:

(a) Is doing business with or seeking to do business with the City office, agency, board or commission with which the official or employee is affiliated;

(b) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;

(c) Is engaged in an activity regulated or controlled by the official's or employee's governmental unit; or

(d) Is a lobbyist with respect to matters within the jurisdiction of the official or employee.

(4) Notwithstanding Subsection H(3) above, an official or employee may accept the following:

(a) Meals and beverages consumed in the presence of the donor or sponsoring entity;

(b) Ceremonial gifts or awards that have insignificant monetary value;

(c) Unsolicited gifts of nominal value that do not exceed \$20 in cost or trivial items of informational value;

(d) Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or the employee in a panel or speaking engagement at the meeting;

(e) Gifts of tickets or free admission extended to an elected local official to attend charitable, cultural, or political events, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;

(f) A specific gift or class of gifts that the Ethics Commission exempts from the operation of this subsection upon finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the City and that the gift is purely personal and private in nature;

(g) Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or

(h) Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in not related in any way to the official's or employee's official position.

(5) Subsection H(4) of this Subsection H does not apply to a gift:

(a) That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;

(b) Of \$100 or more, or is of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee;

(c) Of \$100 or more, or is of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of the official or employee.

I. Disclosure of confidential information. Other than in the discharge of official duties, an official or employee may not disclose or use confidential information that the official or employee acquired by reason of the official's or employee's public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.

J. Participation in procurement.

(1) An individual county, city, or Town or a person that employs an individual who assists a City agency in the drafting or specifications, an invitation for bids, or a request for proposals for a procurement, may not submit a bid or proposal for that procurement, or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement.

(2) The Ethics Commission may establish exemptions from the requirements of this section for providing description literature, sole source procurements, and written comments solicited by the procuring agency.

§ 43-4. Financial disclosure: local elected officials and candidates to be local elected officials.

A. Application of section.

(1) This section applies to all local elected officials and candidates to be local elected officials.

(2) A local elected official or candidate to be a local elected official shall file the financial disclosure statement required under this section:

- (a) On a form provided by the Ethics Commission;
- (b) Under oath or affirmation; and
- (c) With the Ethics Commission.

(3) Deadlines for filing statements.

(a) An incumbent local elected official shall file a financial disclosure statement annually no later than January 31 of each year for the preceding calendar year.

(b) An individual, who is appointed to fill a vacancy in an office for which a financial disclosure statement is required, and who has not already filed a financial disclosure statement, shall file a statement for the preceding calendar year within 30 days after appointment.

(c) An individual who, other than reasons of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office. The statement shall cover:

[1] The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and

[2] The portion of the current calendar year during which the individual held the office.

B. Candidates to be local elected officials.

(1) Except an official who has filed a financial disclosure statement under another provision of this section for the reporting period, a candidate to be an elected official shall file a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.

(2) A candidate to be an elected official shall file a statement required under this section:

- (a) In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;
- (b) In the year of the election, on or before the earlier of January 31 or the last day for the withdrawal of candidacy; and
- (c) In all other years for which a statement is required, on or before January 31.

(3) A candidate to be an elected official:

- (a) Shall file the statement required under § 43-4B(2)(a) of this chapter with the certificate of candidacy or with the Commission prior to filing the certificate of candidacy; and
- (b) Shall file the statements required under § 43-4B(2)(b) and (c) with the Commission.

(4) If a candidate fails to file a statement required by this subsection, other than a statement required to be filed with a certificate of candidacy, the City shall provide written notice to the candidate directing the candidate to file the statement within five days from the date of the notice.

(5) If a candidate fails to file a statement required by this subsection, other than a statement required to be filed with a certificate of candidacy, after written notice is provided by the City at least 20 days before the last day for the withdrawal of candidacy, the candidate is deemed to have withdrawn the candidacy.

(6) The Board of Elections may not accept any certificate of candidacy unless a statement has been filed in proper form.

(7) Within five days of the receipt of a statement required under this subsection, the person receiving the statement shall forward the statement to the Commission or the office designated by the Commission.

C. Public record.

(1) The Ethics Commission or office designated by the Ethics Commission shall maintain all financial disclosure statements filed under this section.

(2) Financial disclosure statements shall be made available during normal office hours for examination and copying by the public subject to reasonable fees and administrative procedures established by the Ethics Commission.

(3) If an individual examines or copies a financial disclosure statement, the Ethics Commission or the office designated by the Ethics Commission shall record:

- (a) The name and home address of the individual reviewing or copying the statement; and
- (b) The name of the person whose financial disclosure statement was examined or copied.

(4) Upon request by the official or employee whose financial disclosure statement was examined or copied, the Ethics Commission or the office designated by the Ethics Commission shall provide the official with a copy of the name and home address of the person who reviewed the official's financial disclosure statement.

D. Retention requirements. The Ethics Commission or the office designated by the Ethics Commission shall retain financial disclosure statements for four years from the date of receipt.

E. Contents of statement.

(1) Interests in real property.

(a) A statement filed under this section shall include a schedule of all interests in real property wherever located.

(b) For each interest in real property, the schedule shall include:

- [1] The nature of the property and the location by street address, mailing address, or legal description of the property;
- [2] The nature and extent of the interest held, including any conditions and encumbrances on the interest;
- [3] The date when, the manner in which, and the identity of the person from whom the interest was acquired;
- [4] The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
- [5] If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and
- [6] The identity of any other person with an interest in the property.

(2) Interests in corporations, partnerships and limited liability companies.

(a) A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, limited liability corporation or limited liability company, regardless of whether the corporation, partnership, limited liability partnership, limited liability corporation or limited liability company does business with the City of Aberdeen.

(b) For each interest reported under this subsection, the schedule shall include:

- [1] The name and address of the principal office of the corporation, partnership, limited liability partnership, limited liability corporation or limited liability company;
- [2] The nature and amount of the interest held, including any conditions and encumbrances on the interest;
- [3] With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest and, if known, the identity of the person to whom the interest was transferred; and
- [4] With respect to any interest acquired during the reporting period:
 - [a] The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - [b] The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(c) An individual may satisfy the requirement to report the amount of the interest held under Subsection E(2)(b)[2] of this section by reporting, instead of a dollar amount:

- [1] For an equity interest in a corporation or limited liability corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held;
- [2] For an equity interest in a partnership or a limited liability partnership, the percentage of equity interest held; or
- [3] For an equity interest in a limited liability company, the percentage of equity interest held.

(3) Interests in business entities doing business with the City.

(a) A statement filed under this section shall include a schedule of all interests in any business entity that does business with the City, other than interests reported under Subsection E(2) of this section.

(b) For each interest reported under this Subsection E(3), the schedule shall include:

- [1] The name and address of the principal office of the business entity;

[2] The nature and amount of the interest held, including any conditions to and encumbrances in the interest;

[3] With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest and, if known, the identity of the person to whom the interest was transferred; and

[4] With respect to any interest acquired during the reporting period:

[a] The date when, the manner in which, and the identity of the person from whom the interest was acquired; and

[b] The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(4) Gifts.

(a) A statement filed under this section shall include a schedule of each gift in excess of \$20 in value or a series of gifts totaling \$100 or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with or is regulated by the City.

(b) For each gift reported, the schedule shall include:

[1] A description of the nature and value of the gift; and

[2] The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.

(5) Employment with or interests in entities doing business with the City.

(a) A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the City.

(b) For each position reported under this Subsection E(5), the schedule shall include:

[1] The name and address of the principal office of the business entity;

[2] The title and nature of the office, directorship, or salaried employment held and the date it commenced; and

[3] The name of each City agency with which the entity is involved.

(6) Indebtedness to entities doing business with the City.

(a) A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with the City owed at any time during the reporting period:

[1] By the individual; or

[2] By a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability.

(b) For each liability reported under this Subsection E(6), the schedule shall include:

[1] The identity of the person to whom the liability was owed and the date the liability was incurred;

[2] The amount of the liability owed as of the end of the reporting period;

[3] The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and

[4] The security given, if any, for the liability.

(7) Employment of immediate family members by the City. A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the City in any capacity at any time during the reporting period.

(8) Sources of earned income.

(a) A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner



and from which the individual or member of the individual's immediate family received earned income, at any time during the reporting period.

(b) A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.

(9) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.

F. For the purposes of § 43-4E(1), (2) and (3) of this chapter, the following interests are considered to be the interests of 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 by a business entity in which the individual held a thirty-percent 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 individual held a reversionary interest or was a beneficiary; or

(b) If a revocable trust, the individual was a settlor.

G. Commission to ensure compliance.

(1) The Commission shall review the financial disclosure statements submitted under this section for compliance with the provisions of this section and shall notify an individual submitting the statement of any omissions or deficiencies.

(2) The Commission may take appropriate enforcement action to ensure compliance with this section.

§ 43-5. Financial disclosure: employees and appointed officials.

A. This section only applies to the following appointed officials and employees: City Manager, Director of Public Works, Chief of Police, City Clerk, City Treasurer, Director of Planning and Community Development, and the City Attorney. This section applies to the members of the Planning Commission, the Board of Appeals, and the Board of Elections.

B. A statement filed under this section shall be filed with the Ethics Commission under oath or affirmation.

C. On or before January 31 of each year during which an official or employee holds office, an official or employee shall file a statement disclosing gifts received during the preceding calendar year from any person that contracts with or is regulated by the City, including the name of the donor of the gift and the approximate retail value at the time of receipt.

D. An official or employee shall disclose employment and interests that raise conflicts of interest or potential conflicts of interest in connection with a specific proposed action by the employee or official sufficiently in advance of the action to provide adequate disclosure to the public.

E. The City Clerk shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in § 43-4A of this chapter.

§ 43-6. Lobbying.

A. A person shall file a lobbying registration statement with the Ethics Commission if the person:

(1) Personally appears before a City official or employee with the intent to influence that person in performance of the official duties of the official or employee; and

(2) In connection with the intent to influence, expends or reasonably expects to expend in a given calendar year in excess of \$100 on food, entertainment or other gifts for officials or employees of the City.



B. A person shall file the registration statement required under this section on or before the latter of January 15 of the calendar year or within five days after first performing an act that requires registration in the calendar year.

C. Contents.

(1) The registration statement shall identify:

- (a) The registrant;
- (b) Any other person on whose behalf the registrant acts; and
- (c) The subject matter on which the registrant proposes to make appearances specified in Subsection A of this section.

(2) The registration statement shall cover a defined registration period not to exceed one calendar year.

D. Within 30 days after the end of any calendar year during which a person was registered under this section, the person shall file a report with the Ethics Commission disclosing:

- (1) The value, date, and nature of any food, entertainment or other gift provided to a City official or employee; and
- (2) If a gift or series of gifts to a single official or employee exceeds \$100 in value, the identity of the official or employee.

E. The City Clerk shall maintain the registrations and reports filed under this section as public records available for public inspection and copying for four years after the receipt by the City Clerk.

§ 43-7. Exemptions and modifications.

The Ethics Commission may grant exceptions and modifications to the provisions of §§ 43-3 and 43-5 of this chapter to employees and to appointed members of the City boards and commissions, when the Ethics Commission finds that an exemption or modification would not be contrary to the purposes of this chapter, and the application of this chapter would:

- A. Constitute an unreasonable invasion of privacy; and
- B. Significantly reduce the availability of qualified persons for public service.

§ 43-8. Enforcement.

A. The Ethics Commission may:

- (1) Assess a late fee of \$2 per day up to a maximum of \$250 for a failure to timely file a financial disclosure statement required under § 43-4 or 43-5 of this chapter.
- (2) Assess a late fee of \$10 per day up to a maximum of \$250 for failure to file a timely lobbyist registration or lobbyist report required under § 43-6 of this chapter; and
- (3) Issue a cease-and-desist order against any person found to be in violation of this chapter.

B. Penalties.

(1) Upon a finding of a violation of any provision of this chapter, the Ethics Commission may:

- (a) Issue an order of compliance directing the respondent to cease and desist from the violation;
- (b) Issue a reprimand; or
- (c) Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if that discipline is authorized by law.

(2) If the Ethics Commission finds that a respondent has violated § 43-6 of this chapter, the Ethics Commission may:

- (a) Require a respondent who is a registered lobbyist to file any additional reports or information that reasonably related to the information that is required under § 43-6 of this chapter;
- (b) Impose a fine not exceeding \$5,000 for each violation; and
- (c) Suspend the registration of an individual registered lobbyist if the Ethics Commission finds that the lobbyist has knowingly and willfully violated § 43-6 of this chapter or has been convicted of a criminal offense arising from lobbying activities.

C. Other remedies.

(1) Upon request of the Ethics Commission, the City Attorney may file a petition for injunctive or other relief in the Circuit Court of Harford County, or in any other court having proper jurisdiction, for the purpose of requiring compliance with the provisions of this chapter.

(2) Court actions.

(a) The court may:

[1] Issue an order to cease and desist from the violation;

[2] Except as provided in Subsection C(2)(b) of this section, void an official action taken by an official or employee with a conflict of interest prohibited by this chapter when the action arises from or concerns the subject matter of the conflict and if the legal action is brought within 90 days of the occurrence of the official action, if the court deems voiding the action to be in the best interest of the public; or

[3] Impose a fine of up to \$5,000 for any violation of the provisions of this chapter, with each day upon which the violation occurs constituting a separate offense;

(b) A court may not void any official action appropriating public funds, levying taxes, or providing for the issuance of bonds, notes, or other evidences of public obligations.

D. In addition to any other enforcement provisions in this chapter, a person who the Ethics Commission or a court finds has violated this chapter:

(1) Is subject to termination or other disciplinary action; and

(2) May be suspended from receiving payment of salary or other compensation pending full compliance with the terms of an order of the Ethics Commission or a court.

E. A City official or employee found to have violated this chapter is subject to disciplinary or other appropriate personnel action, including removal from office, disciplinary action, suspension of salary, or other sanction.

F. Violation of § 43-6 of this chapter shall be a misdemeanor subject to a fine of up to \$10,000 or imprisonment of up to one year.

G. A finding of a violation of this chapter by the Ethics Commission is public information.



CITY CLERK DATE STAMP

ATTACHMENT F

**CITY OF ABERDEEN
ELECTION 2015**

**REPORT OF FINANCIAL CONTRIBUTIONS
AND EXPENDITURES FORM**

TO: ABERDEEN BOARD OF ELECTIONS

1. Name of Candidate _____:

2. Transaction Period: _____, 20____ through _____, 20____

3. PLEASE CHECK THE REPORT FOR SUBMISSION:

1ST REPORT _____

2ND REPORT _____

3RD REPORT _____

4TH AND FINAL REPORT _____

SUMMARY OF RECEIPTS AND DISBURSEMENTS

1. Cash Balance – Beginning of Period \$ _____

2. Total Receipts from Schedule No. 1 \$ _____

TOTAL CASH AVAILABLE \$ _____

3. Total Disbursements from Schedule No 2 \$ _____

4. Cash Balance – End of Transaction Period \$ _____

DATE OF SUBMITTAL: _____

We, the undersigned Treasurer and Candidate, have examined this complete Report of Financial Contributions and Expenditures Form and affirm, under the penalty of perjury, that its contents are true and correct.

SIGNATURE OF TREASURER: _____

SIGNATURE OF CANDIDATE: _____

Office Use

Aberdeen Board of Elections: _____



CITY OF ABERDEEN ELECTION 2015

INSTRUCTIONS - SCHEDULE No. 1 – ITEMIZED CONTRIBUTIONS & RECEIPTS

This is the only form that is to be used to report all funds received from any source.

1. Identify candidate's/elected official's name and report period. For all reports after first report, account for all Items since last item reported.
2. Column (1) - List date funds received.
3. Column (2) - Record complete name and principal residence of payor.
4. Column (3) - LOWER PORTION - If prior funds have been received from the source shown in Column (2), record here the total of all amounts received to date from such individual or organization.
5. Column (4) - Report the amount received from source in Column (2).
6. Total amounts in Column (4) at bottom of page.
7. If more than one page is used for Schedule No. 1, number the pages at the top of Schedule No. 1 after completed.



ELECTION 2015
SCHEDULE No. 1 – ITEMIZED CONTRIBUTIONS AND RECEIPTS

Candidate's Name _____

Report Period - Transactions from _____, 20____ through _____, 20____

(1) DATE RECEIVED	(2) COMPLETE NAME AND PRINCIPAL RESIDENCE ADDRESS OF PAYOR INCLUDING POST OFFICE	(3) TYPE OF RECEIPT	(4) AMOUNT
		Cash Check	
		Aggregate from Payor to Date \$	
		Cash Check	
		Aggregate from Payor to Date \$	
		Cash Check	
		Aggregate from Payor to Date \$	
		Cash Check	
		Aggregate from Payor to Date \$	
		Cash Check	
		Aggregate from Payor to Date \$	
		Cash Check	
		Aggregate from Payor to Date \$	
		Cash Check	
		Aggregate from Payor to Date \$	
TOTAL THIS PAGE			

CITY OF ABERDEEN ELECTION 2015

INSTRUCTIONS - SCHEDULE No. 2 – ITEMIZED DISBURSEMENTS

This is the only form that is to be used to report all disbursements.

1. Identify candidate's/elected official's name and report period. For all reports after first report, account for all items since last item reported.
2. Column (1) - List date funds disbursed.
3. Column (2) - Record check number. (Note: There is no requirement that all disbursements must be made by check; however, a column for recording this information is provided.)
4. Column (3) - Report the name and address of the payee for each disbursement.
5. Column (4) - Report the amount disbursed to the payee in Column (3).
6. Total amounts in Column (4) at bottom of page.
7. If more than one page is used for Schedule No. 2, number the pages at the top of Schedule No. 2 after completed.



CITY OF ABERDEEN ELECTION 2015

INSTRUCTIONS - SCHEDULE No. 3 – ITEMIZED OUTSTANDING DEBTS

This is the only form that is to be used to report all outstanding debts.

ALL DEBTS, including LOANS, which are UNPAID as of the date of this report, must be recorded on Schedule No. 3.

1. Identify candidate's/elected official's name and report period.
2. Column (1) - Record complete name and address of person or firm to whom debt or loan is owed.
3. Column (2) - State purpose of debt or loan.
4. Column (3) - Total amount due.
5. Total amounts in Column (3) at bottom of page.
6. If more than one page is used for Schedule No. 3, number the pages at the top of Schedule No. 3 after completed.

