



**City of Takoma Park, Maryland  
NOMINATING CAUCUS**

**Tuesday, September 29, 2015**

**7:30 p.m. – Auditorium**

**Takoma Park Community Center – Sam Abbott Citizens' Center**

**All participants in the Nominating Caucus should stop by the CHECK-IN TABLE to receive credentials to participate in the meeting. Only qualified Takoma Park voters may nominate a candidate or second a nomination, or make a motion or vote on a motion at the meeting.**

**Please Note: In accordance with Takoma Park Charter Sec. 604(b), nominations for Mayor or Councilmember require at least one nomination and one second.**

**AGENDA**

- 1. Call to Order (7:30 p.m.)**
- 2. Statement of Purpose and Order of Procedure**
- 3. Selection of Secretary for the Meeting**  
**The Chair will request a motion to select Marilyn Abbott as secretary for the meeting. Ms. Abbott is the Chair of the Board of Elections.**
- 4. Announcement of the Order of Nominations**
- 5. Nomination of Candidates for City Council in the Following Order:**  
**Ward 6, Ward 4, Ward 2, Ward 1, Ward 3, Ward 5**
- 6. Nomination of Candidates for the Office of Mayor**
- 7. Special Non-Partisan Brief Announcements (Election Forums, Voter Registration Events)**
- 8. Adjournment**

*(See notes to participants on the back of this form.)*

## SEPTEMBER 29, 2015 - NOMINATING CAUCUS

### NOTES TO PARTICIPANTS

In order to expedite the meeting, please observe the following:

1. Arrive early enough to check your registered voter status at the check-in table and receive credentials to participate in the meeting. The table will open at 7:00 p.m. You will be asked to state your name, address, and month and day of birth. If you are not yet registered to vote, you may register at this time.
2. You will be presented a confirmation card as verification that you have pre-checked your registration and are eligible to place a name in nomination or second a nomination.
3. If you are nominating or seconding the nomination of a candidate for mayor, you must be a registered voter at an address in the City of Takoma Park.
4. If you are nominating or seconding the nomination of a candidate for city council, you must be a registered voter at an address in his or her ward.
5. Use the microphone at the podium when you speak. State your name and address before speaking.
6. Please limit your remarks to three (3) minutes.
7. Participation is limited to voters of the city, and in the case of council nominations, to voters of the ward from which the councilmember is nominated.

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#### ADA Compliance Notice

The City of Takoma Park is committed to ensuring that individuals with disabilities are able to fully participate in public meetings. Anyone planning to attend a City of Takoma Park public meeting or public hearing, and who wishes to receive auxiliary aids, services, or accommodations is invited to contact Emily Cohen at 301-891-7266 or [EmilyC@takomaparkmd.gov](mailto:EmilyC@takomaparkmd.gov) at least 48 hours in advance.