

TOWN OF RIVERDALE PARK

Board of Elections

Candidate Name:	
Address:	
Phone number(s):	
E-mail Address:	
Best way to reach you:	

Instructions for Candidate:

Candidate packets are due **by Thursday, April 6, 2023, at 5:00 p.m.**

You may submit your candidate packet by mail to 5008 Queensbury Road, Riverdale Park, MD 20737 or in person by appointment. Appointments must be made 24 hours in advance by email to TownElection@riverdaleparkmd.gov or by calling 301-832-6068. You may also deposit your candidate packet in the Ballot Drop Box located in front of Town Hall.

Candidate packets must include the following:

- 1) Request to be added to the May 1, 2023, ballot.
- 2) Petition for Elective Office with **at least** the required number of signatures of registered voters in your ward. A ward boundary map has been provided as part of your candidate packet.
- 3) Financial Disclosure Statement- Candidates for Elective Office
- 4) Payment for Candidate Filing fee of \$25



Filing Petition for Elective Office

Any person desiring to be a candidate for any elective office in the town shall on or before **5:00 p.m. on April 6, 2023** (the 25th day preceding the election) file with the Board of Elections a petition to have their name printed on the ballot or placed on the voting machine. The petition shall set forth the office to which they desire to be elected, and shall contain a statement that the candidate is qualified to hold the office if elected. In the case of any candidate seeking election as Mayor, the petition must be signed by not less than twenty-five (25) qualified voters from the town at large; and in the case of a candidate for the council, the petition shall be signed by not less than fifteen (15) qualified voters from the ward in which the candidate resides. Each candidate filing a petition for any elective office shall pay to the Town the sum of twenty-five dollars (\$25.00). Each person elected to an office by a "write-in" vote shall pay the same amount as if they had filed a petition.

Qualifications of Councilmembers

A Councilmember shall be at least 21 years of age and a citizen of the United States. The Councilmember shall have resided within the corporate limits of the town for at least six (6) months immediately preceding the election and shall be a qualified voter of the ward from which elected. A Councilmember shall retain throughout their term of office all the qualifications necessary for their election; failure to retain all such qualifications shall cause a forfeiture of the office.

Qualifications of Mayor

The Mayor must be at least 25 years of age, a citizen of the United States and a qualified voter in the town, and shall have resided within the corporate limits of the town for at least one (1) year immediately preceding election. The Mayor shall be elected from within the corporate limits of the town at large as hereinafter provided and shall hold office for a term of two years or until the succeeding Mayor takes office. The regular term of the Mayor shall expire on the first Monday in June following the election and qualification of a successor.

Date: _____

TO THE BOARD OF ELECTIONS

RIVERDALE PARK, MARYLAND:

I, _____ hereby request that my name be placed on the official ballot to be used in the Town Election on May 1, 2023, as a candidate for Mayor/ Council Member in Ward ____ of the Town of Riverdale Park, and in connection therewith I hereby certify that I am qualified under the provisions of the Town Charter and Ordinances adopted by the Mayor and Council of Riverdale Park to hold the aforesaid office.

Respectfully Submitted,

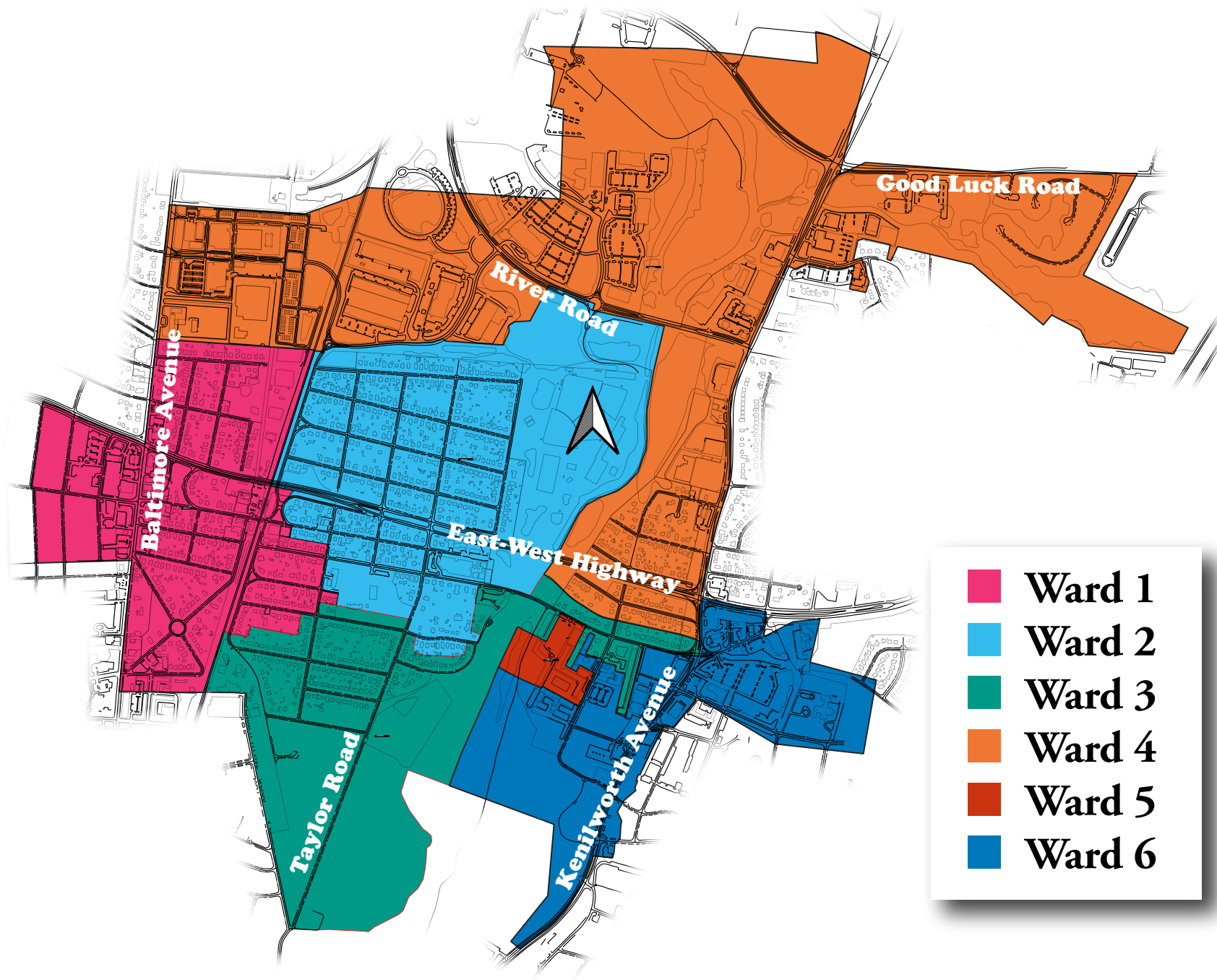
Petition for Elective Office

We, the undersigned registered voters of the Town of Riverdale Park hereby request that the name of _____ be placed on the official ballot for _____ of the Town of Riverdale Park, Maryland as above requested:

	<u>NAME</u> (Please Print)	<u>SIGNATURE</u>	<u>ADDRESS</u>
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	<u>NAME</u> (Please Print)	<u>SIGNATURE</u>	<u>ADDRESS</u>
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TOWN OF RIVERDALE PARK

Ethics Commission

FINANCIAL DISCLOSURE STATEMENT CANDIDATES FOR ELECTIVE OFFICE- 2023

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.

Reporting Period: January 1, 2023, through date of candidacy filing.

PLEASE PRINT OR TYPE

First Name	Initial	Last Name
Town Affiliation (Include Department where applicable)		
Town Mailing Address		
Current Position or Office Held with Town (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 Town Public Ethics Law with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet and Schedules A through J.

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: _____

Date: _____

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?

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? (See definition of “Attributable Interest”)

Direct _____ Attributable _____

4. Are you the owner or tenant?

Owner _____ Tenant _____

5. Are you the sole holder of the interest or is it jointly held with another person?

Solely _____ Jointly _____ Tenants by the Entirety _____

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

5A. If you are a tenant, please provide the following:

Name of landlord: _____

Amount of rent paid: _____

Date when tenancy began: _____

If you are a property owner, please complete questions 6 through 11 below.

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;

11A. What percentage of interest did you transfer? _____%

11B. What consideration did you receive for the interest? _____

11C. 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), to include ownership of stock, during the reporting period whether or not the entity did business with the Town?

☐ 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. If you are required to disclose the name of a business under this Schedule, you must disclose any other names that the business is trading as or doing business as.

1. What is/are the name(s) of the entity? Include the complete name of the entity, do not identify solely by trading symbol: _____

2. If the entity is a corporation, does the stock of the corporation trade on a stock exchange?

☐ Yes

☐ No

If “no,” state the legal address of the entity’s principal office:

3. Is the interest held directly by you or is it attributable to you? (See definition of “Attributable Interest”)

Directly: _____ Attributable: _____

4. Do you hold the interest in your name alone, or is it held jointly with another person?

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, including an LLP or LLC, report the percentage of your 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, state the 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, partnerships, LLCs, or LLPs 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 Town

Do you have an interest in any non-corporate business entity that did business with the Town during the reporting period? Non-corporate entities include LLCs, LLPs, Limited Partnerships, General Partnerships, Joint Ventures, and sole proprietorships.

☐ 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. If you are required to disclose the name of a business under this Schedule, you must disclose any other names that the business is trading as or doing business as.

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

Name(s):

Address: _____

City/State/Zip: _____

2. Is the interest held directly by you or is it attributable to you? (See definition of “Attributable Interest”)

Direct: _____ Attributable: _____

3. Do you hold the interest in your name alone or is it jointly held with another person?

Solely: _____ Jointly: _____

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

3B. 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 non-corporate business entities that did business with the Town 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 Town; or, 2) engaged in an activity that was regulated by the Town; or 3) is an association, or any entity acting on behalf of an association, that is engaged only in representing counties or municipal corporations.

___ 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 or sporting event tickets, 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 (parents, siblings, spouse, domestic partner, children, or dependents) have any salaried employment, or hold any office or directorship, with an entity that did business with the Town? If you are required to disclose the name of a business under this Schedule, you must disclose any other names that the business is trading as or doing business as.

___ 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/are the name(s) and address of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Who was the individual who received a salary or held the position or interest listed above? (Example: yourself, parents, siblings, spouse, domestic partner, children, or dependents)

Self: _____ Parent: _____ Sibling: _____ Child: _____

Spouse/Domestic Partner: _____ Dependent: _____

2A. Name of immediate family member (parents, siblings, spouse, domestic partner, children, or dependents):

3. What is the title of the office you or your immediate family member (parents, siblings, spouse, domestic partner, children, or dependents) held? (Examples: director, president, treasurer, chair of the board of directors, etc.) _____

4. What year did the employment or position begin? _____

5. With what Town Department(s) did the business entity do business?

6. What type of business did the entity do with the Town? (Example: regulated by the Town, or involved with sales and contracts with the Town)

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 or entity that did business with the Town? [NOTE: If, on Schedule A, B or C you listed a financial entity that did business with the Town as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.] If you are required to disclose the name of a business under this Schedule, you must disclose any other names that the business is trading as or doing business as.

☐ 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 retail credit account 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 an immediate family member (your parents, siblings, spouse, domestic partner, children, or dependents). Identify your immediate family member and describe the transaction.

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

Schedule G – Family Members Employed by the Town

During the reporting period, were any members of your immediate family (parents, siblings, spouse, domestic partner, children, or dependents) employed by the Town 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 Town.

1. What is the relation and name of the immediate family member employed by the Town?

2. What is the name of the Department that employed the member of your immediate family?

3. What was the title of your immediate family member's position with the Town 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 (parents, siblings, spouse, domestic partner, children, or dependents), receive any earned income from an entity other than the Town of Riverdale Park?

Your minor 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 by the Town or does business with the Town. Please note that, except as it relates to minor children as discussed in the preceding sentence, this question is NOT limited to entities that do business with the Town.

If you or your spouse or domestic partner was employed or received earned income, you must answer yes to this question. For purposes of this Schedule "earned income" means income such as wages, salary, bonuses, professional fees, or commissions that result from an individual's personal labor or services, long-term disability benefits received prior to social security minimum retirement age, and net earnings from self-employment by the owner or operator of a business, or a minister or a statutory employee for federal income tax purposes.

☐ Yes

☐ No (If you answered "No" you may provide a brief explanation below. Otherwise, complete the next question and then go to Schedule I).

Explanation of source of funds for living expenses (e.g., savings, disability benefits, investments, etc).

1. Do you have a spouse who is a lobbyist regulated by the Town?

☐ Yes

☐ No

If you answered "yes", state the name and address of each entity that engaged your spouse for lobbying purposes.

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

Schedule I – Relationship with University of Maryland Medical System, State or Local Government, or Quasi-Governmental Entity

During the reporting period did you have any financial or contractual relationship(s) with:

- (A) The University of Maryland Medical System (UMMS);
- (B) A governmental entity of the State or a local government in the State; or
- (C) A quasi-governmental entity of the State or local government in the State.

___ Yes

___ No

If you answered “yes,” for each financial or contractual relationship:

(A) Identify the entity with which you had the relationship: _____

(B) Describe the nature of the relationship: _____

(C) Describe the subject matter of the relationship: _____

(D) Describe the amount of money or other consideration that you received or gave in the relationship: _____

If you have additional financial or contractual relationships during the reporting year, please use additional sheet(s) if necessary, and answer each of the above questions for each additional relationship.

Schedule J – Other

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

_____ Yes

_____ No

If yes:

TOWN OF RIVERDALE PARK

Ethics Commission

Financial Disclosure Statement Definitions

“Attributable interest” means:

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

“Business Entity” means any corporation, general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, by whatever names known, whether or not operated for profit. “Business entity” does not include a governmental entity.

“Doing business with” means having or negotiating a contract that involves the commitment, either in a single transaction or a combination of transactions, of Five Thousand Dollars (\$5,000) or more of Town or Town-controlled funds or being regulated by or otherwise subject to the authority of the Town; or being registered as a lobbyist in accordance with the Riverdale Park Ethics Ordinance.

“Earned income” means income such as wages, salary, bonuses, professional fees or commissions that result from an individual’s personal labor or services, long-term disability benefits received prior to social security minimum retirement age, and net earnings from

TOWN OF RIVERDALE PARK

Ethics Commission

self-employment by the owner or operator of a business, or a minister or a statutory employee for federal income tax purposes.

“Financial interest” means:

1. Ownership of any interest as a result of which the owner has received, within any of the past three (3) years, or is presently receiving, or in the future is entitled to receive, more than One Thousand Dollars (\$1,000) per year; or
2. Ownership, or the ownership of securities of the kind representing or convertible into ownership, of more than three percent (3%) of a business entity by a Town official or employee, or the spouse or domestic partner of an official or employee.

“Gift” means the transfer of anything of economic value regardless of the form without adequate and lawful consideration, including transfers from an association, or any entity acting on behalf of an association, that is engaged only in representing counties or municipal corporations. “Gift” does not include a political campaign contribution regulated under the Elections Article, Annotated Code of Maryland, or any other provision of state or local law regulating the conduct of elections or the receipt of political campaign contributions.

“Immediate Family” means an individual’s parents, siblings, spouse, domestic partner, children, or dependents.

“Interest” means any legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that is owned or held, in whole or in part, jointly or severally, directly or indirectly. For purposes of completion of the Financial Disclosure Statement, “interest” includes any interest(s) held at any time during the reporting period. “Interest” does not include:

1. An interest held in the capacity of an agent, custodian, personal representative, trustee, or other fiduciary unless the holder has an equitable interest therein;
2. An interest in a time or demand deposit in a financial institution;
3. An interest in an insurance or endowment policy or annuity contract under which an insurer promises to pay a fixed number of dollars either in a lump sum or periodically for life or some other specified period;
4. A common trust fund or a trust that forms part of a pension or profit-sharing plan which has more than twenty-five (25) participants and that has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code; or
5. A college savings plan under the Internal Revenue Code;

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6. For purposes of this section “interest” does not include a mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the individual's governmental unit.

“Person” means an individual or a business entity.

“Quasi-governmental entity” means an entity that is created by State statute, that performs a public function, and that is supported in whole or in part by the State but is managed privately.