



# THE CITY OF FROSTBURG

## Board of Elections Meeting Agenda

Monday, December 29, 2025 at 6:00 PM

Frostburg Municipal Center Meeting Room 100  
37 S. Broadway, Frostburg, MD 21532

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1. Call to Order
2. Old Business
3. New Business

**A. Review of City Code and Charter Amendments.**

ARTICLE VI. Registration, Nomination, and Elections

- [https://library.municode.com/md/frostburg/codes/code\\_of\\_ordinances?nodeId=PTICH\\_ARTVIRENOEL](https://library.municode.com/md/frostburg/codes/code_of_ordinances?nodeId=PTICH_ARTVIRENOEL)

Ord. 2023-04 Elections (See Attached)

Charter Amend. Res. 54 (See Attached)

Charter Amend. Res. 55 (See attached)

**B. Standard Operating Procedures**

**C. 2026 Election Schedule**

**D. January Media Release**

**E. Candidate Application Documents for Review**

**F. Misc. Forms for Review**

4. Discussion Items

**A. Voter Registration Events**

**B. Next Steps**

5. Adjournment

## ORDINANCE 2023-04

### AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG ENTITLED “AN ORDINANCE TO REPEAL AND REENACT SECTION 3-3 OF THE FROSTBURG CODE (2018 EDITION) PERTAINING TO ELECTIONS FOR THE PURPOSE OF FACILITATING ELECTIONS AND CHANGING THE DEADLINES FOR THE FILING OF CANDIDACIES.”

**WHEREAS:** The City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter (“Charter”) adopted in accordance with Article XI-E of the Constitution of Maryland and Article 23-A of the Annotated Code of Maryland, as amended;

**WHEREAS:** Article 3-3 of the Frostburg Code contains the City’s election laws;

**WHEREAS:** As an incident to the COVID-19 pandemic, the Mayor and City Council passed Ordinance No. 2021-04 on October 21, 2021, amending its election laws to ensure that registered voters have the opportunity to vote;

**WHEREAS:** Experience has shown that these amendments were helpful in ensuring voters’ access to the polls, and the Mayor and City Council have determined that those measures would be helpful for that purpose on a permanent basis;

**WHEREAS:** In implementing the new measures, the Board of Elections and City staff have suggested that further changes be made to facilitate the election process;

**WHEREAS:** The Board of Elections and City staff are also recommending the elimination of write-in candidacies as write-in candidates can file for candidacy after the date early voting commences, thereby depriving early voters who cast votes before the deadline for the filing of write-in candidacies of the right to vote for all candidates, and they are also recommending such changes so that all candidates are required to abide by the same rules;

**WHEREAS:** The Mayor and City Council are committed to ensuring that all residents of the City have the opportunity to participate in City elections and they continue to amend the City Code for that purpose.

#### NOW, THEREFORE:

**SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, MARYLAND** that Section 3-3 of the Frostburg Code is repealed and reenacted with amendments to read as follows:

**Sec. 3-3. Elections.**(a) *Registration.*

- (1) All persons meeting the voter qualifications set forth in article VI, section 601 of the Charter shall be considered to be registered for City elections if they are included on the statewide voter registration list at an address within the corporate limits of the City. Statewide voter registration applications shall be made available at City Hall during normal business hours.
- (2) The City shall maintain a supplemental registration list for voters who are not listed on the statewide voter registration list but reside within the corporate limits of the City and are eligible to vote in City elections. Applications shall be made available at City Hall during normal business hours. The Board of Elections shall keep the supplemental registration list current by utilizing the standards set forth in COMAR Ch. title 33, subtitle 05, Ch. 07.
- (3) No person shall be entitled to vote in a City election unless he/she is duly registered to vote at least thirty (30) days prior to that election.

(b) *Notice of elections.* The Board of Elections shall give notice six (6) weeks and two (2) weeks in advance of every general and/or special election in at least one (1) newspaper of general circulation in the City, on the City's website, on its social media pages, and by posting a notice thereof on the front door of City Hall. The notice shall state the date of the election, the location of the polling places and the hours during which the polling places will be open for voting. The second notice shall state the names of the candidates whose names will appear on the ballots and the names of write-in candidates eligible to run for office. The notices shall include the position sought by each candidate.(c) *Candidates.*(1) *Candidate filing.*

- a. A person seeking an elected office of the City shall file a Certificate of Candidacy and a Financial Disclosure Form with the City Administrator as notice of the candidate's intention to seek elected City office. This Certificate of Candidacy and Financial Disclosure Form shall be filed no later than the March 20 preceding the date of the election. If March 20 falls on a weekend or holiday, this deadline shall be extended through the next business day. These documents must be completed in their entirety and the fee provided for in subsection d hereinafter. Otherwise, the prospective candidate's filings will be ineffective and he/she shall not be deemed to be a candidate.
- b. The Certificate of Candidacy shall state the prospective candidate's name, address, the specific office sought, and a statement declaring that the qualifications for the office sought, as established by the City Charter, will be met as of the date of the election. The Certificate of Candidacy shall be signed under oath.
- c. A person may file for only one (1) elected office in any election.
- d. A ten-dollar (\$10.00) non-refundable fee shall be paid at the time of the filing of the Certificate of Candidacy.

(2) *Write-in candidates.* *Write-in candidates.* A person who seeks election as a write-in candidate shall satisfy the requirements of subsection (c)(1)(a) no later than thirty-five (35) days prior to the date of the election. The Board shall tally and

report only those votes cast for write-in candidates who have satisfied the requirements of subsection (c)(1)(a).

- (3) *Death/withdrawal of a candidate.* If a candidate dies or withdraws from candidacy after the voting ballots are printed and if that candidate receives sufficient votes to have been elected, the office shall be deemed vacant and shall be filled as if the vacancy had occurred during the term of office.
- (d) *Ballots and voting.*
  - (1) Ballots shall be mailed to registered voters no sooner than thirty-five (35) days and no later than twenty-five (25) days prior to the date of the election.
  - (2) Registered voters who did not receive or lost a ballot, whose ballot was destroyed or otherwise rendered unusable for any reason may obtain a replacement ballot at City Hall upon the execution of an affidavit certifying the reason(s) why the replacement ballot is required. Before issuing a replacement ballot, the City Administrator or his/her designee shall ensure that the applicants are registered to vote.
  - (4) Only those ballots with the oath of the voter completed with a signature which are returned in the official, provided ballot envelope shall be counted and considered properly cast,
  - (5) The City Administrator shall keep a list of all persons who have received ballots and shall provide the list to the Board of Elections the day after the election.
  - (6) The Board of Elections, after all ballots cast at the polling places have been tabulated and the results totaled, shall then open, approve as to form, and total all ballots cast. A ballot may not be rejected except by unanimous vote of the Board. The ballots may be counted at one time or on several occasions. The City Administrator will provide public notice of the days, times, and locations for the counting of ballots on the City's website and post on the front of Frostburg City Hall at least twenty-four (24) hours in advance, in which ballots will be open and tallied, subject to the requirement of Section 606 of the Charter requiring that ballot counting be completed no later than 11:59 p.m. on the tenth day following the date of the election.
  - (7) Ballots and Oath of voter envelopes shall be preserved by the City Administrator for twenty-two (22) months after the day of the election and shall then be destroyed.
- (e) *Signage.* All signs, posters or billboards used to advertise or promote a particular candidate for elected office shall comply with the provisions of the Zoning Ordinance of the City regarding placement, size, location, and permitting.
- (f) *Multiple ballots.* If the City receives multiple ballots from the same voter, the first ballot received will be the only ballot counted.

[NOTE: The Exhibit A attached hereto shows the edits to the text of the existing law that are effected by the terms of this Ordinance.]

**SECTION 2: BE IT FURTHER ORDAINED** that this Ordinance shall become effective on the date of its adoption.

Introduced: October 19, 2023

Public Hearing: Nov. 16, 2023

Adopted: Nov. 16, 2023

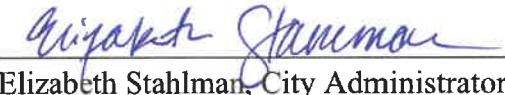
Effective: Nov. 16, 2023

MAYOR AND CITY COUNCIL OF FROSTBURG

By:

  
W. Robert Flanigan, Mayor

ATTEST:

  
Elizabeth Stahlman, City Administrator

## **EXHIBIT A**

### **Sec. 3-3. Elections.**

#### **(a) Registration.**

- (1) All persons meeting the voter qualifications set forth in article VI, section 601 of the Charter shall be considered to be registered for City elections if they are included on the statewide voter registration list at an address within the corporate limits of the City. Statewide voter registration applications shall be made available at City Hall during normal business hours.
- (2) The City shall maintain a supplemental registration list for voters who are not listed on the statewide voter registration list but reside within the corporate limits of the City and are eligible to vote in City elections. Applications shall be made available at City Hall during normal business hours. The Board of Elections shall keep the supplemental registration list current by utilizing the standards set forth in COMAR Ch. title 33, subtitle 05, Ch. 07.
- (3) No person shall be entitled to vote in a City election unless he/she is duly registered to vote at least thirty (30) days prior to that election.

#### **(b) Notice of elections.** The Board of Elections shall give notice six (6) weeks and two (2) weeks in advance of every general and/or special election in at least one (1) newspaper of general circulation in the City, on the City's website, on its social media pages, and by posting a notice thereof on the front door of City Hall. The notice shall state the date of the election, the location of the polling places and the hours during which the polling places will be open for voting. The second notice shall state the names of the candidates whose names will appear on the ballots and the names of write-in candidates eligible to run for office. The notices shall include the position sought by each candidate.

#### **(c) Candidates.**

##### **(1) Candidate filing.**

- a. A person seeking an elected office of the City shall file a Certificate of Candidacy and a Financial Disclosure Form with the City Administrator as notice of the candidate's intention to seek elected City office. This Certificate of Candidacy and Financial Disclosure Form shall be filed no later than ~~forty (40) the March 20 preceding~~ the date of the election. If March 20 falls on a weekend or ~~holiday, this deadline shall be extended through the next business day, days prior to the election.~~ These documents must be completed in their entirety and the fee provided for in subsection d hereinafter. Otherwise, the prospective candidate's filings will be ineffective and he/she shall not be deemed to be a candidate.
- b. The Certificate of Candidacy shall state the prospective candidate's name, address, the specific office sought, and a statement declaring that the qualifications for the office sought, as established by the City Charter, will be met as of the date of the election. The Certificate of Candidacy shall be signed under oath.
- c. A person may file for only one (1) elected office in any election.
- d. A ~~ten dollar~~ (\$10.00) non-refundable fee shall be paid at the time of the filing of the Certificate of Candidacy.

- (2) **Write-in candidates.** A person who seeks election as a write-in candidate shall satisfy the requirements of subsection (c)(1)(a) no later than ~~twenty-five (25)~~~~thirty-five (35)~~ days prior to the date of the election. The Board shall tally and report only those votes cast for write-in candidates who have satisfied the requirements of subsection (c)(1)(a).

(3) *Death/withdrawal of a candidate.* If a candidate dies or withdraws from candidacy after the voting ballots are printed and if that candidate receives sufficient votes to have been elected, the office shall be deemed vacant and shall be filled as if the vacancy had occurred during the term of office.

(d) *Ballots and voting.*

(1) Ballots shall be mailed to registered voters no sooner than thirty-five (35) days and no later than twenty-five (25) days prior to the date of the election.

(2) Registered voters who did not receive or lost a ballot, whose ballot was destroyed or otherwise rendered unusable for any reason may apply for obtain a replacement ballot at City Hall upon the execution of an affidavit certifying the reason(s) why the replacement ballot is required. no later than seven (7) days prior to the date of the election. Before issuing a replacement ballot, the City Administrator or his/her designee shall ensure that the applicants are registered to vote.

(4) Only those ballots with the oath of the voter completed with a signature which are returned in the official, provided ballot envelope shall be counted and considered properly cast,

(5) The City Administrator shall keep a list of all persons who have received ballots and shall provide the list to the Board of Elections the day after the election.

(6) The Board of Elections, after all ballots cast at the polling places have been tabulated and the results totaled, shall then open, approve as to form, and total all ballots cast. A ballot may not be rejected except by unanimous vote of the Board. The ballots may be counted at one time or on several occasions. The City Administrator will provide public notice of the days, times, and locations for the counting of ballots on the City's website and post on the front of Frostburg City Hall at least twenty-four (24) hours in advance, in which ballots will be open and tallied, subject to the requirement of Section 606 of the Charter requiring that ballot counting be completed no later than 11:59 p.m. on the tenth day following the date of the election.

(7) Ballots and Oath of Voter envelopes shall be preserved by the City Administrator for twenty-two (22) months after the day of the election and shall then be destroyed.

(e) *Signage.* All signs, posters or billboards used to advertise or promote a particular candidate for elected office shall comply with the provisions of the Zoning Ordinance of the City regarding placement, size, location, and permitting.

(f) Multiple ballots. If the City receives multiple ballots from the same voter, the first ballot received will be the only ballot counted.

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## CHARTER AMENDMENT RESOLUTION NO. 54

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, ADOPTED PURSUANT TO THE AUTHORITY CONTAINED IN ARTICLE 11-E OF THE CONSTITUTION OF THE STATE OF MARYLAND AND SECTION 4-304 OF THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND ENTITLED "A RESOLUTION TO AMEND SECTION 604 OF THE CITY CHARTER, RELATIVE TO THE DATE OF ELECTIONS FOR THE PURPOSE OF CORRECTING AN INADVERTENT ERROR."

WHEREAS, the purpose of this Charter Amendment is set forth in the title above; and

WHEREAS, before adopting this Resolution, a public hearing on the proposed amendment of the Charter as provided for herein was held on December 21, 2023, the said date, time and place of said hearing having been published in the Cumberland Times-News on November 27, 2023, the said date being no later than twenty-one (21) days before the date of the said hearing.

NOW, THEREFORE:

SECTION 1: BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, that Section 604 of the Charter of the City of Frostburg is amended as follows:

**Sec. 604. Date of Elections.**

On the first Tuesday in June ((2005, and every two (2) years thereafter)) in years ending in an even number, the qualified voters of the City shall elect a Mayor and four (4) Councilmembers to serve for terms of two (2) years or until their terms expire as provided for in Article III, Section 302 of this Charter.

[NOTE: All changes are set forth in bold print. Underlined and italicized wording is language added the Charter. The wording enclosed in double parentheses are deletions.]

SECTION 2: AND BE IT FURTHER RESOLVED, the amendment of the Charter of the City of Frostburg, hereby enacted, shall become effective on the 50<sup>th</sup> after the date of the adoption of this Resolution, unless a proper petition for a referendum hereon shall be filed on or before the 40<sup>th</sup> day after the date of the adoption

of this Resolution, as provided by Section 4-304 of Local Government Article of the Annotated Code of Maryland. A complete and exact copy of this Resolution shall be continuously posted at the entrance to City Hall and the City's website for forty (40) days after this Resolution is adopted, and the title of this Resolution setting forth a fair summary of its terms shall be published in a newspaper of general circulation in the City of Frostburg, no less than four times, at weekly intervals, with the last publication occurring no later than forty (40) days after the adoption of this Resolution.

SECTION 3: AND BE IT FURTHER RESOLVED, that the Mayor and City Council of Frostburg are hereby specifically directed to carry out the provisions of Section 2 hereof. As evidence of said compliance and the publication of the notice for the public hearing described in the recitals hereinbefore, the City Clerk shall cause to be affixed to this Resolution certificates of the publication in the newspaper for the public hearing described in the recitals hereinbefore and the notice described in Section 2 of this Resolution and (ii) in which the summary of this Resolution (i.e., its title) shall have been published; and the Mayor, if there is no petition for referendum, shall declare the Charter Amendment made to be effective on the effective date herein provided for by affixing his signature hereto in the space provided below the effective date hereof.

SECTION 4: AND BE IT FURTHER RESOLVED, that, if a proper petition for referendum on the Charter Amendment herein proposed is filed, the Mayor and other proper officials of the City of Frostburg shall comply with all of the provisions set forth in Sections 4-304 and 4-307 of the Local Government Article of the Annotated Code of Maryland.

SECTION 5: AND BE IT FURTHER RESOLVED, that as soon as the Charter Amendment shall become effective, either as herein provided or following a referendum, the Mayor shall send separately, by registered mail, to the Secretary of the State of Maryland and to the Department of Legislative Reference of Maryland, a complete certified copy of the text of this Resolution, the date of the referendum, if any is held, a certificate showing the number of Councilpersons voting for and against it, and a report on the votes cast for or against the amendments hereby enacted at any referendum hereon, and the effective date of the Charter Amendment.

THIS RESOLUTION ADOPTED THIS 21<sup>st</sup> DAY OF December,  
2023.

ATTEST:

Elizabeth Stahlman  
Elizabeth Stahlman  
City Administrator

W. Robert Flanigan  
W. Robert Flanigan, Mayor

The Charter Amendment enacted by the foregoing Resolution became effective this 9<sup>th</sup> day of February, 2024.

Elizabeth Stahlman  
Elizabeth Stahlman  
City Administrator

W. Robert Flanigan  
W. Robert Flanigan, Mayor

I HEREBY CERTIFY that I caused notice of the date, time and place of the public hearing described in the recitals hereinbefore to be published on the City's website starting November 16, 2023 and published in the Cumberland Times-News on November 27, 2023, the said dates being no later than twenty-one (21) days before the date of the said hearing, and that a true and correct copy of said publication notice is attached hereto.

I FURTHER CERTIFY that the title of this Resolution was published in the Cumberland Times-News on

December 28, 2023,  
January 4, 2024,  
January 11, 2024, and  
January 18, 2024,

as evidenced by the true and correct copy of the Cumberland Times-News certificate of publication attached hereto, and that it was continuously posted on the entrance to City Hall, Frostburg, Maryland and the City's website.

I FURTHER CERTIFY, that the aforesgoing Resolution, amending the Charter of The City of Frostburg, was adopted the 21<sup>st</sup> day of December, 2023, with 4 votes in affirmation and 0 votes in the negative.

I FURTHER CERTIFY, that there was no petition for a referendum on the proposed amendment filed within the required time, and therefore, the same became effective on the 9<sup>th</sup> day of February, 2024.

Elizabeth Stahlman  
Elizabeth Stahlman, City Administrator

**Cumberland Times – News**  
**P.O. Box 1662**  
**Cumberland, MD 21501-1662**

THIS IS TO CERTIFY THAT THE ANNEXED  
**MAYOR AND CITY COUNCIL OF FROSTBURG - RESOLUTION TO AMEND**  
**WAS PUBLISHED IN *THE CUMBERLAND TIMES – NEWS*,**  
**A NEWSPAPER PUBLISHED IN THE CITY OF CUMBERLAND, MD 21502**

By: CNHI, LLC; Publishers

On: December 28, 2023; January 4, 11, 18, 2024

s/s Kim Hughes, Legal Advertising Clerk  
 Kim Hughes, Times – News Legal Advertising Clerk

On December 21, 2023, the Mayor and City Council of Frostburg pursuant to the authority of Section 4-304 of the Local Government Article of the Annotated Code of Maryland, adopted "A RESOLUTION TO AMEND SECTION 604 OF THE CITY CHARTER" and "A RESOLUTION TO REPEAL AND RE-ENACT SECTION 605 OF THE CITY CHARTER".

Section 4-304 of the Annotated Code of Maryland requires that a complete and exact copy of this Resolution be continuously posted at the entrance to City Hall, Frostburg Maryland for 40 days and that a fair summary of the proposed amendment be published in newspaper of general circulation not less than four times, at weekly intervals within a period of at least forty days. That fair summary is provided by a complete copy of the program elements as included in the Resolution and as appears in this Legal Advertisement. A complete and exact copy will be posted on the City web page and copies will be available at City Hall located at 37 Broadway, Frostburg, MD.

The Mayor and the City Council is hereby specifically directed to carry out the provisions of Section 4-304 hereof, regarding the giving of notice by posting and publication of this Resolution, approving the same, and as evidence of said compliance, the City Administrator shall cause to be affixed hereto a Certificate of Publication of the newspaper in which the summary of this Resolution shall have been published, and the Mayor, if there is no Petition for a Referendum, shall declare the Charter Amendment made to be effective on the effective date herein provided for, which is February 9, 2024, by affixing his signature hereto in the space provided below the effective date hereof.

This Resolution passed this 21st day of December, 2023.

Frostburg Mayor and Council  
 W. Robert Flanagan, Mayor  
 Elizabeth Stahlman, City Administrator

**A RESOLUTION ENTITLED "A RESOLUTION TO AMEND SECTION 604 OF THE CITY CHARTER, RELATIVE TO THE DATE OF ELECTIONS FOR THE PURPOSE OF CORRECTING AN INADVERTENT ERROR."**

This amends Section 604 of the Charter to read as follows:

**Sec. 604. Date of Elections.**

On the first Tuesday in June in years ending in an even number, the qualified voters of the City shall elect a Mayor and four (4) Councilmembers to serve for terms of two (2) years or until their terms expire as provided for in Article III, Section 302 of this Charter.

**A RESOLUTION ENTITLED "A RESOLUTION TO REPEAL AND RE-ENACT SECTION 605 OF THE CITY CHARTER, PERTAINING TO THE PROCEDURE FOR ELECTIONS RELATIVE TO THE DATE OF ELECTIONS FOR THE PURPOSE OF FACILITATING ELECTION PROCEDURES."**

This repeals and re-enacts Section 605 of the Charter to read as follows:

**Sec. 605. Procedure of Elections.**

In order to be counted, all election ballots shall be (i) placed in a secure delivery box at the Frostburg Municipal Center, 37 Broadway, Frostburg, MD 21532 from 8:00 a.m. thirty-five (35) days prior to the election to 7:00 p.m. on the date of the election or (ii) mailed to the City at P.O. Box 440, Frostburg, MD 21532 provided they are post-marked no later than the date of the election and received no later than 10:00 a.m. on the tenth (10th) day following the date of the election.

## CHARTER AMENDMENT RESOLUTION NO. 55

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, ADOPTED PURSUANT TO THE AUTHORITY CONTAINED IN ARTICLE 11-E OF THE CONSTITUTION OF THE STATE OF MARYLAND AND SECTION 4-304 OF THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND ENTITLED "A RESOLUTION TO REPEAL AND RE-ENACT SECTION 605 OF THE CITY CHARTER, PERTAINING TO THE PROCEDURE FOR ELECTIONS RELATIVE TO THE DATE OF ELECTIONS FOR THE PURPOSE OF FACILITATING ELECTION PROCEDURES."

WHEREAS, the purpose of this Charter Amendment is set forth in the title above; and

WHEREAS, before adopting this Resolution, a public hearing on the proposed amendment of the Charter as provided for herein was held on December 21, 2023, the said date, time and place of said hearing having been published in the Cumberland Times-News on November 27, 2023, the said date being no later than twenty-one (21) days before the date of the said hearing.

NOW, THEREFORE:

SECTION 1: BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, that Section 605 of the Charter of the City of Frostburg is amended as follows:

**Sec. 605. Procedure of Elections.**

In order to be counted, all election ballots shall be (i) placed in a secure delivery box at the Frostburg Municipal Center, 37 Broadway, Frostburg, MD 21532 from 8:00 a.m. [14] thirty-five (35) days prior to the election to 7:00 p.m. on the date of the election or (ii) mailed to the City at P.O. Box 440, Frostburg, MD 21532 provided they are postmarked no later than the date of the election and received no later than 10:00 a.m. on the tenth (10th) day following the date of the election.

[NOTE: All changes are set forth in bold print. Underlined and italicized wording is language added to the Charter. The wording enclosed in double parentheses are deletions.]

SECTION 2: AND BE IT FURTHER RESOLVED, the amendment of the Charter of the City of Frostburg, hereby enacted, shall become effective on the 50<sup>th</sup> after the date of the adoption of this Resolution, unless a proper petition for a referendum hereon shall be filed on or before the 40<sup>th</sup> day after the date of the adoption of this Resolution, as provided by Section 4-304 of Local Government Article of the Annotated Code of Maryland. A complete and exact copy of this Resolution shall be continuously posted at the entrance to City Hall and the City's website for forty (40) days after this Resolution is adopted, and the title of this Resolution setting forth a fair summary of its terms shall be published in a newspaper of general circulation in the City of Frostburg, no less than four times, at weekly intervals, with the last publication occurring no later than forty (40) days after the adoption of this Resolution.

SECTION 3: AND BE IT FURTHER RESOLVED, that the Mayor and City Council of Frostburg are hereby specifically directed to carry out the provisions of Section 2 hereof. As evidence of said compliance and the publication of the notice for the public hearing described in the recitals hereinbefore, the City Clerk shall cause to be affixed to this Resolution certificates of the publication in the newspaper for the public hearing described in the recitals hereinbefore and the notice described in Section 2 of this Resolution and (ii) in which the summary of this Resolution (i.e., its title) shall have been published; and the Mayor, if there is no petition for referendum, shall declare the Charter Amendment made to be effective on the effective date herein provided for by affixing his signature hereto in the space provided below the effective date hereof.

SECTION 4: AND BE IT FURTHER RESOLVED, that, if a proper petition for referendum on the Charter Amendment herein proposed is filed, the Mayor and other proper officials of the City of Frostburg shall comply with all of the provisions set forth in Sections 4-304 and 4-307 of the Local Government Article of the Annotated Code of Maryland.

SECTION 5: AND BE IT FURTHER RESOLVED, that as soon as the Charter Amendment shall become effective, either as herein provided or following a referendum, the Mayor shall send separately, by registered mail, to the Secretary of the State of Maryland and to the Department of Legislative Reference of Maryland, a complete certified copy of the text of this Resolution, the date of the referendum, if any is held, a certificate showing the number of Councilpersons voting for and against it, and a report on the votes cast for or against the amendments hereby

enacted at any referendum hereon, and the effective date of the Charter Amendment.

THIS RESOLUTION ADOPTED THIS 21<sup>st</sup> DAY OF December, 2023.

ATTEST:

Elizabeth Stahlman  
Elizabeth Stahlman  
City Administrator

W. Robert Flanigan

W. Robert Flanigan, Mayor

The Charter Amendment enacted by the foregoing Resolution became effective this 9<sup>th</sup> day of February, 2024.

Elizabeth Stahlman  
Elizabeth Stahlman  
City Administrator

W. Robert Flanigan

W. Robert Flanigan, Mayor

I HEREBY CERTIFY that I caused notice of the date, time and place of the public hearing described in the recitals hereinbefore to be published on the City's website starting November 16, 2023 and published in the Cumberland Times-News on November 27, 2023, the said dates being no later than twenty-one (21) days before the date of the said hearing, and that a true and correct copy of said publication notice is attached hereto.

I FURTHER CERTIFY that the title of this Resolution was published in the Cumberland Times-News on

December 28, 2023,

January 4, 2024,

January 11, 2024, and

January 18, 2024,

as evidenced by the true and correct copy of the Cumberland Times-News certificate of publication attached hereto, and that it was continuously posted on the entrance to City Hall, Frostburg, Maryland and the City's website.

I FURTHER CERTIFY, that the aforesgoing Resolution, amending the Charter of The City of Frostburg, was adopted the 21<sup>st</sup> day of December, 2023, with 4 votes in affirmation and 0 votes in the negative.

I FURTHER CERTIFY, that there was no petition for a referendum on the proposed amendment filed within the required time, and therefore, the same became effective on the 9<sup>th</sup> day of February, 2024.

Elizabeth Stahman  
Elizabeth Stahman, City Administrator

**Cumberland Times – News**  
**P.O. Box 1662**  
**Cumberland, MD 21501-1662**

**THIS IS TO CERTIFY THAT THE ANNEXED  
MAYOR AND CITY COUNCIL OF FROSTBURG - RESOLUTION TO AMEND  
WAS PUBLISHED IN *THE CUMBERLAND TIMES – NEWS*,  
A NEWSPAPER PUBLISHED IN THE CITY OF CUMBERLAND, MD 21502**

**By: CNHI, LLC; Publishers**

**On: December 28, 2023; January 4, 11, 18, 2024**

*s/s Kim Hughes, Legal Advertising Clerk*  
**Kim Hughes, Times – News Legal Advertising Clerk**

**On December 21, 2023, the Mayor and City Council of Frostburg pursuant to the authority of Section 4-304 of the Local Government Article of the Annotated Code of Maryland, adopted "A RESOLUTION TO AMEND SECTION 604 OF THE CITY CHARTER" and "A RESOLUTION TO REPEAL AND RE-ENACT SECTION 605 OF THE CITY CHARTER"**

**Section 4-304 of the Annotated Code of Maryland requires that a complete and exact copy of this Resolution be continuously posted at the entrance to City Hall, Frostburg Maryland for 40 days and that a fair summary of the proposed amendment be published in newspaper of general circulation not less than four times, at weekly intervals within a period of at least forty days. That fair summary is provided by a complete copy of the program elements as included in the Resolution and as appears in this Legal Advertisement. A complete and exact copy will be posted on the City web page and copies will be available at City Hall located at 37 Broadway, Frostburg, MD.**

**The Mayor and the City Council is hereby specifically directed to carry out the provisions of Section 4-304 hereof, regarding the giving of notice by posting and publication of this Resolution, approving the same, and as evidence of said compliance, the City Administrator shall cause to be affixed hereto a Certificate of Publication of the newspaper in which the summary of this Resolution shall have been published, and the Mayor, If there is no Petition for a Referendum, shall declare the Charter Amendment made to be effective on the effective date herein provided for, which is February 9, 2024, by affixing his signature hereto in the space provided below the effective date hereof.**

**This Resolution passed this 21st day of December, 2023.**

**Frostburg Mayor and Council  
W. Robert Flanigan, Mayor  
Elizabeth Stahlman, City Administrator**

**A RESOLUTION ENTITLED "A RESOLUTION TO AMEND SECTION 604 OF THE CITY CHARTER, RELATIVE TO THE DATE OF ELECTIONS FOR THE PURPOSE OF CORRECTING AN INADVERTENT ERROR."**

**This amends Section 604 of the Charter to read as follows:**

**Sec. 604. Date of Elections.**

**On the first Tuesday in June in years ending in an even number, the qualified voters of the City shall elect a Mayor and four (4) Councilmembers to serve for terms of two (2) years or until their terms expire as provided for in Article III, Section 302 of this Charter.**

**A RESOLUTION ENTITLED "A RESOLUTION TO REPEAL AND RE-ENACT SECTION 605 OF THE CITY CHARTER, PERTAINING TO THE PROCEDURE FOR ELECTIONS RELATIVE TO THE DATE OF ELECTIONS FOR THE PURPOSE OF FACILITATING ELECTION PROCEDURES."**

**This repeals and re-enacts Section 605 of the Charter to read as follows:**

**Sec. 605. Procedure of Elections.**

**In order to be counted, all election ballots shall be (i) placed in a secure delivery box at the Frostburg Municipal Center, 37 Broadway, Frostburg, MD 21532 from 8:00 a.m. thirty-five (35) days prior to the election to 7:00 p.m. on the date of the election or (ii) mailed to the City at P.O. Box 440, Frostburg, MD 21532 provided they are postmarked no later than the date of the election and received no later than 10:00 a.m. on the tenth (10th) day following the date of the election.**

# **CITY OF FROSTBURG**

## **Board of Elections**

### Standard Operating Procedures

*Elections are held on the 1<sup>st</sup> Tuesday of June in years ending an even number*

Approved by the Board of Elections – April 5, 2024

**Board of Elections**

Three members to serve on the Board of Elections. Once every 4 years, in years ending in an off number, beginning in 2025, on or before the February Council meeting, the Council will appoint 3 persons to serve on the Board of Elections for a 4-year term (2025, 2029, 2033, 2037). The Board members will be qualified voters and are responsible for the registration of voters, candidate filing, ballot preparation and all other matters related to the conduct of general or special elections in accordance with the provisions of the Charter and Code.

## **Board of Election Meetings**

Board of Election meetings will be held beginning late in the year proceeding an election. Board of Elections meetings will be scheduled as needed to sufficiently address all matters related to successfully conducting an election and vote canvassing. Board of Election meetings are open to the public and will be advertised at least 48 hours in advance.

## **Administrative duties prior to the election**

The City Administrator serves as the staff to the Board of Elections. Other staff members will be assigned tasks to assist with the clerical tasks related to the election. The City Administrator is to prepare an Election Schedule that will be reviewed and approved by the Board of Elections. There is an internal and public election schedule. The internal schedule provides additional information to the Board of Elections/City Administrator. Certain dates are mandated by the City Code or Charter. All documents are available by request under the Maryland Public Information Act.

The City Administrator will prepare the Certificate of Candidacy forms to be approved by the Board of Elections. In addition, the Ethics Disclosure Statement required by the State of Maryland will be completed as part of the process to file for office. These forms will be made readily available at City Hall and posted to the City's website. These forms are kept in an organized manner in the Finance Department until the filing deadline for candidates have passed.

The City Administrator is responsible for publishing information about the election in addition to mandated public notices.

## **Ballots**

Following the filing deadline for candidates, an Ethics Commission meeting will be scheduled. The Ethics Commission must review each Ethics Disclosure Statement for each candidate and approve [not approve] their name be placed on the ballot for the upcoming election. Following the Ethics Commission meeting, the City Administrator will prepare a draft of the ballot. The candidates' names will be listed by office and names under each office listed in alphabetical order. The draft of the ballot will then be presented for approval at a Board of Elections meeting. The ballot will be thoroughly checked to ensure all candidates' names appear, there are no spelling errors, and there are no other errors on the ballot. After the ballot has been approved by the Board of Elections, it will be sent to the printing company.

## Ballot Printing

The vote-by-mail ballots are printed by HBP in Hagerstown (Patrick Sell/Pete Stotlemeyer). The printing services include the following:

QUANTITY: 4,000 (approx.)

- PAPER/ENVELOPES:
  - Mailing Envelope #11
  - Return Envelope #10
  - Oath of Voter/Ballot Envelope #9
  - Ballot 5.5" x 8.5" trifold (color paper – 28 or 32 lb)
  - Instructions 5.5" x 8.5" trifold (standard copy paper)
- POSTAGE:
  - Postage for Mailing Envelope
  - Forever Stamp applied to Return Envelope
- PRINTING:
  - Mailing Envelope - voter name/address (unique) and notation of official voting materials enclosed.
  - Return Envelope – Return address to City and notation of official voting materials enclosed.
  - Oath of Voter/Ballot Envelope #9 – Oath of Voter form with Voter Name and Unique Voter ID number preprinted on envelope
  - Ballot 5.5" x 8.5" trifold (color paper) – Ballot – candidate names to be provided no later than [specify date]
  - Instructions 5.5" x 8.5" trifold – voting instructions
- REPLACEMENT BALLOTS: At least 50 non-addressed ballots will be mailed to City Hall to serve as “replacement ballots”

Ballots are to be mailed in accordance with dates set forth in City Code.

## Vote-by-mail: Addresses

All registered voters in the City of Frostburg will receive a ballot by non-forwardable mail. The Allegany County Board of Elections will provide a “90-day list” 90 days in advance of the election. This list will be reviewed to ensure that all voters reside in the City limits of Frostburg and that no registered voters within the City are excluded from the list. Any discrepancies will be reported to the Allegany County Board of Elections. (When requesting any list from the Allegany County Board of Elections, the City will request the information without party affiliation.)

The City also maintains its own supplemental Voter Registration list. That list will be updated to remove voters who are deceased or have moved outside of the City of Frostburg.

When the Ballots have been approved, a current “Registered Voter List” file will be requested from the Allegany County Board of Elections. \*\*\*The City will ensure that the list generated includes only voters that are 18 on or before the date of the Frostburg election. Those voters

only registered to vote in Frostburg will be added to this list and a unique number added to each voter record. This file will be saved as an Excel file and securely emailed to HBP.

### **Ballot Delivery Box**

A ballot delivery box is stored at City Hall. Prior to the 35<sup>th</sup> day preceding the election, 2 members of the Board of Elections will seal the ballot delivery box with tamper tape seal and document the seal on a "Tamper Tape/Tag Documentation Form". At 8 am on the 35<sup>th</sup> day preceding the election the ballot delivery box will be set in the Police Lobby and secured to the eyebolt in the floor.

### **Ballot Delivery**

*Ballots received by mail:*

- Each day, ballots received in the mail will be counted and then rubber banded together.
- A short form will be completed and included on the top of the rubber banded ballots.
- The form will be witnessed by a co-worker.
- If no ballots are received, a form indicating such will be placed in the box.
- Boxes of Election Ballots will be stored in a secure room at City Hall. All ballots will be stored and not removed at any time.

*Ballots received by ballot delivery box:*

- Ballot delivery box will be monitored to ensure it is not nearly full; if it seems to be getting full, notify City Administrator.
- The tamper tape seal shall not be removed by anyone other than by the Board of Elections.
- City Administrator will coordinate with Board of Elections to empty the ballots into a separate container. The separate container will be sealed with tamper tape and the ballot delivery box is to be sealed again with a new tamper tape as well. Each seal will be accompanied by a "Tamper Tape/Tag Documentation Form".

### **Replacement Ballots**

A replacement ballot can be requested by registered voters who did not receive, lost, destroyed or otherwise rendered their ballot unusable. The voter will provide their name and voter registration will be verified before a replacement ballot is issued.

- If a resident stops into City Hall requesting a ballot because they never received one, staff will give them a replacement ballot with blank envelopes.
- If a resident stops into City Hall with a ballot that is "spoiled" (made an error marking boxes, spilled coffee on it, chewed by dog) and the spoiled ballot is in their hand, staff will request the spoiled ballot and then provide a new replacement ballot with blank envelopes. On the spoiled ballot, staff will write "spoiled" and keep in a separate, secure location.
- If voter does not have the spoiled ballot with them, staff will issue a replacement ballot with blank envelopes and ask them to discard the spoiled ballot. (When tallying the votes, the Election Board will keep the oath of voter envelopes without a name/ ID number separate before opening the oath of voter envelopes and tallying the votes,

- which will allow for another level of scrutiny to make certain they are a.) a registered voter eligible to vote in the Frostburg Election, and b.) only vote once.)
- The City Administrator/staff will keep a list of replacement ballots issued.

### Precinct Register

After the voter registration deadline has passed, the City Administrator will request the Precinct Register from Allegany County Board of Elections. The Precinct Register can be used to determine voter registration status for issuance of replacement ballots. Primarily, the Precinct Register is used in the canvassing process.

### Election Day

The City Administrator will make an effort to notify the public of Election Day via social media, website, sandwich board signs, balloons, etc. The City Administrator will ensure the ballot delivery box is accessible all day until 7 pm. At 7 pm, the ballot box will be removed from the Police Lobby and placed in secure storage at City Hall.

### Canvass of Vote

1. Vote canvassing will take place in Room 100 at 37 Broadway. Any time the ballots are being counted, the video feed will be livestreamed.
2. The public is invited to watch the process, in person. No speaking or any other activity disruptive to the canvassing process is permitted.
3. At 8 am on Wednesday, following the election, City Hall staff members will convene to open the return-mail envelopes. Oath of Voter envelopes will remain sealed.
4. Election Board will convene at 37 Broadway at 10 am on the Wednesday following the election.
5. Board of Election Members and City staff participating in canvassing shall take the Oath of Office to be a Board of Elections Canvasser.
6. Seals on all ballot box(es) will be verified and broken by members of the Board
7. Oath of Voter envelopes, sealed, containing ballots, will be placed in alpha-numerical order (voter ID number printed on Oath of Voter envelope). The voter name will be verified with the roster of eligible voters provided by the Allegany County Board of Elections, in addition to the Frostburg Supplemental Voter Registration list.
8. Oath of Voter envelopes will be bundled in batches of 50 to facilitate tallying.
9. Oath of Voter envelopes will be opened; ballots will be removed, and separated from the envelopes.
10. Number of ballots will be verified with the number of envelopes.
11. Each batch of 50 ballots will be recorded on a tally sheet, indicating number of votes for each office. This tally sheet will be verified by 2 persons participating in the canvassing process. After all ballots have been tallied, the tally numbers will be entered into an excel spreadsheet with formulas to total the number of votes for each office.
12. This process may continue through Thursday following the election as needed, until all ballots received by Election Day are tallied.

13. Preliminary election results will be placed on the City Website after the initial canvass is completed.
14. Canvassing will resume 10 days after Election Day (Friday) following steps 3 through 10.
15. After all ballots have been tallied, the Board of Elections will certify results to the City Administrator no earlier than 11 am and no later than 11:59 pm, 10 days after Election Day (Friday).
16. The official elections results will be placed on the City's website following the certification by the Board.

### **Ballot Disqualifications**

1. Ballot not placed inside a signed Oath of Voter Envelope.
2. Oath of Voter envelope completed by a person not registered to vote in the City of Frostburg.
3. More than one ballot received from the same registered voter. Only the first ballot received will be counted.
4. Ballot is marked in a conspicuous manner that would allow the voter to identify their ballot.
5. Other instances where the Board of Elections unanimously vote to disqualify a ballot.

### **Rules of Conduct for Observers of Election Canvassing**

1. All observers must sign in daily on a sign-in sheet provided.
2. Observers are not allowed smoking, food, or beverages in the viewing area.
3. Observers must set cell phones to vibrate or "all sound off" mode while observing the canvass. They must make all telephone calls outside the viewing area.
4. Observers are not permitted in the official work area.
5. The observer's function is to observe the procedures. Observers cannot assist in operations. They cannot touch or handle any ballots or other election-related materials.
6. Observers cannot talk to the Board while they are working.
7. Observers will be allowed into the viewing area only when canvass board members are performing canvass operations. Observers and Board Members must leave the work and viewing areas during breaks and lunch periods so that the areas remain secure.
8. Operations will continue as scheduled whether an observer is present or not.

### **Results of Election**

The City Administrator will cause the certified election results to be entered into the minutes of the following Council Meeting (June or July, depending on dates).

### **Oath of Office**

The Oath of Office Ceremony will be scheduled prior to the July Work Session. The Clerk of the Court for Allegany County will administer the Oath of Office to the Mayor. The Mayor will administer the Oath of Office to the four Commissioners.

### **Document Retention**

In accordance with the document retention schedule, ballots are to be destroyed 22 months after the election.

### **Appendices**

1. Tamper Tape Documentation Form
2. Staff control forms for ballots received by mail
3. Oath for Election Board members
4. Canvassing Work Sheets
5. Results Form

**City of Frostburg - Municipal Election**  
**June #, 20##**  
**TAMPER TAPE/ TAG DOCUMENTATION**

In order to prevent unauthorized access to voted ballots, I do certify that the Ballot Delivery Box was sealed in preparation for election on \_\_\_\_\_ with Tamper Tape/Tag Number \_\_\_\_\_.

\_\_\_\_\_  
Catherine Davis, Chair

\_\_\_\_\_  
Dawn Howell, Member

\_\_\_\_\_  
Mary Anne Lutz, Member

I do certify, that on \_\_\_\_\_, Tamper Tape/Tag Number \_\_\_\_\_ on the ballot delivery box was verified intact and broken.

After the tape/tag were broken, the ballots:

- were canvassed by the Frostburg Board of Elections
- placed in a secure container until June #, 20##, at the time of canvassing, and secured with tamper tape/tag number: \_\_\_\_\_. (see separate tamper tape/ tag documentation form)

\_\_\_\_\_  
Catherine Davis, Chair

\_\_\_\_\_  
Dawn Howell, Member

\_\_\_\_\_  
Mary Anne Lutz, Member

**City of Frostburg – 20## Municipal Election – Control for ballots received by mail**

Received:

No. of ballots received: \_\_\_\_\_ Date placed in storage:

Counter: \_\_\_\_\_ Observer:

**City of Frostburg – 20## Municipal Election – Control for ballots received by mail**

Received:

No. of ballots received: \_\_\_\_\_ Date placed in storage:

Counter: \_\_\_\_\_ Observer:

**City of Frostburg – 20## Municipal Election – Control for ballots received by mail**

Received:

No. of ballots received: \_\_\_\_\_ Date placed in storage:

Counter: \_\_\_\_\_ Observer:

**City of Frostburg – 20## Municipal Election – Control for ballots received by mail**

Received:

No. of ballots received: \_\_\_\_\_ Date placed in storage:  
\_\_\_\_\_

Counter: \_\_\_\_\_ Observer: \_\_\_\_\_

I do swear, that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland and support the Laws thereof; and that I will, to the best of my skill and judgement diligently and faithfully, without partiality or prejudice, execute the office of Board of Election Canvassers for the City of Frostburg, according to the Constitution and Laws of this State and City, and that I will not directly or indirectly, receive the profits or any part of the profits of any other office during the term of my acting as a member of the Board of Election Canvassers.

X \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



**Canvassing Worksheet**

Date: (Wednesday/Thursday after Election Day)

1. No. of ballots returned by Mail	
2. Control form ballot total (lines 1 and 2 should match)	
3. Ballots from Delivery Box	
4. Ballots previously removed from delivery box and secured in tote	
5. Total number of Return Envelopes (add lines 1+3+4)	
<b>Open Return Envelopes</b>	
6. Total Number of ballots rejected because not placed inside oath of voter envelope	
7. Total Oath of Voter Envelopes	
8. Control (line 5 – line 6 = line 7) Explain discrepancy if any (e.g. 2 oath of voter envelopes in one return envelope)	
<b>Verify voter eligibility from Oath of Voter Envelope</b>	
9. Oath of Voter envelopes rejected: <ul style="list-style-type: none"> <li>a. Incomplete oath of voter</li> <li>b. Not registered to vote/not City Resident</li> <li>c. More than one vote cast</li> <li>d. Other disqualifying reasons</li> </ul>	
10. Number of Replacement Oath of Voter envelopes accepted	
11. TOTAL accepted Oath of Voter Envelope (line 7-line 9)	
<b>Open Oath of Voter Envelope and separate ballot from envelope for voter privacy</b>	
12. Total ballots cast	
13. Total rejected ballots <ul style="list-style-type: none"> <li>a. Ballot not present in envelope</li> <li>b. Ballot marked in an identifying manner</li> <li>c. Ballot otherwise disqualified</li> </ul>	
14. TOTAL VALID BALLOTS CAST	

**Canvassing Worksheet 2**

Date: (10<sup>th</sup> Day following the Election (Friday))

1. No. of ballots returned by Mail	
2. Control form ballot total (lines 1 and 2 will match)	
<b>Open Return Envelopes</b>	
3. Total Number of ballots rejected because not placed inside oath of voter envelope	
4. Total Oath of Voter Envelopes	
5. Control (line 1 – line 3 = line 4) Explain discrepancy if any (e.g. 2 oath of voter envelopes in one return envelope)	
<b>Verify voter eligibility from Oath of Voter Envelope</b>	
6. Oath of Voter envelopes rejected: <ul style="list-style-type: none"> <li>a. Incomplete oath of voter</li> <li>b. Not registered to vote/not City Resident</li> <li>c. More than one vote cast</li> <li>d. Other disqualifying reasons</li> </ul>	
7. Number of Replacement Oath of Voter envelopes accepted	
8. TOTAL accepted Oath of Voter Envelope (line 4-line 6)	
<b>Open Oath of Voter Envelope and separate ballot from envelope for voter privacy</b>	
9. Total ballots cast	
10. Total rejected ballots <ul style="list-style-type: none"> <li>e. Ballot not present in envelope</li> <li>f. Ballot marked in an identifying manner</li> <li>g. Ballot otherwise disqualified</li> </ul>	
11. TOTAL VALID BALLOTS CAST	

Voting Statistics	Number	Percentage
1. TOTAL ballots received by mail by Election Day		
2. TOTAL ballots received by the 10 <sup>th</sup> day following Election Day		
3. TOTAL ballots received by ballot delivery box by Election Day		
4. TOTAL Valid Ballots Cast		---
5. TOTAL Active Voters		---
6. VOTER Turnout	---	

# CITY OF FROSTBURG | MUNICIPAL ELECTION OFFICIAL RESULTS

The Frostburg Board certified the results of the Frostburg Municipal Election at [time] on [date].

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## **Mayor**

Candidate 1	No. of Votes
Candidate 2	No. of Votes

## **Commissioner of Finance**

Candidate 1	No. of Votes
Candidate 2	No. of Votes

## **Commissioner of Public Safety**

Candidate 1	No. of Votes
Candidate 2	No. of Votes

## **Commissioner of Public Works**

Candidate 1	No. of Votes
Candidate 2	No. of Votes

## **Commissioner of Water, Parks, and Recreation**

Candidate 1	No. of Votes
Candidate 2	No. of Votes

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**VOTER TURNOUT: ##.#%**

Ballots cast by mail ##.#%

Ballots cast by delivery box ##.# %

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Frostburg Board of Elections: Catherine Davis, Chair; Dawn Howell; Mary Anne Lutz  
City Administrator: Elizabeth Stahlman

# City of Frostburg

## 2026 ELECTION SCHEDULE

Wednesday, January 5, 2026	Certificate of Candidacy forms available and accepted at City Hall
Friday, March 20, 2026	Filing Deadline for Candidates
Tuesday, April 28, 2026	Specimen ballot available online and front of City Hall
Tuesday, April 28, 2026	Filing Deadline for Write-in Candidates
Tues., April 28 – Fri. May 8, 2026	Ballot mailing date(s)
Tuesday, April 28, 2026	Ballot Box Opens at 8 am – 37 Broadway, Police Lobby
Monday, May 4, 2026	Deadline for Voter Registration
Tuesday, June 2, 2026	Replacement Ballot may be obtained up to 7:00 pm

## Tuesday, June 2, 2026

<b>Tuesday, June 2, 2026</b>	<b>Ballot box closes at 7 pm – 37 Broadway, Police Lobby</b>
<b>Tuesday, June 2, 2026</b>	<b>Mailed ballots must be postmarked on or before June 2, 2026</b>
Wed., June 3 – Thurs., June 4	CANVAS 1 – 10 am to 4 pm, will resume 10 am 6/4 as necessary
Friday, June 12, 2026	10 am - Deadline to receive ballots by mail, must be postmarked on or before June 2, 2026.
Friday, June 12, 2026	CANVAS 2 – 10 am to ?
Friday, June 12, 2026	Board of Elections to certify results of election to City Administrator no earlier than 11 am and no later than 11:59 pm.
Tuesday, June 16, 2026	Election results entered into the record at the Mayor and Council Meeting (5:30 pm)

*All deadlines are at 4 pm of the day listed unless otherwise specified.*  
Board of Elections: Tom Bowling, Bradley Brandon, John O'Rorke

**City of Frostburg****2026 ELECTION SCHEDULE – *Internal Use Only***

Monday, January 5, 2026	Certificates of Candidacy Accepted (Media release same day) (First or second working day of the new year in an Election Year)
March 2026	Election Notice Placed in City Utility Bills (customary)
Friday, March 20, 2026	Filing Deadline for Candidates [Section 3-3.(c)(1)a. as amended, <i>Ordinance 2023-04</i> ]
Tuesday, April 21	Mandated Legal Notice in the Times-News, website, social media, front of City Hall [Section 3-3.(b)]
Tuesday, April 28, 2026	Specimen ballot available online and front of City Hall [customary]
Tuesday, April 28, 2026	Filing Deadline for Write-in Candidates [Section 3-3.(c)(2) as amended, <i>Ordinance 2023-04</i> ]
Tues., April 28 – Fri. May, 8, 2026	Ballot mailing date(s) [Section 3-3.(d)(1)]
Tuesday, April 28, 2026	Ballot Box Opens at 8 am – 37 Broadway, Police Lobby [Article VI, Section 605]
TBD	Voter Registration Event (optional, not required)
Monday, May 4*	Deadline for Voter Registration [Section 3-3.(a)(3)]
Tuesday, May 19, 2026	Mandated Legal Notice in the Times-News, website, social media, front of City Hall with candidate names who appear on ballot and names of eligible write-in candidates [Section 3-3.(b)]
Tuesday, June 2, 2026 04]	Deadline to apply for replacement ballot [ <i>Ordinance 2023-04</i> ]
<b>Tuesday, June 2, 2026</b>	<b>Election Day</b> [Article VI, Section 604]
<b>Tuesday, June 2, 2026</b>	<b>Ballot box closes at 7 pm – 37 Broadway, Police Lobby</b> [Article VI, Section 605]
<b>Tuesday, June 2, 2026</b>	<b>Mailed ballots must be postmarked June 4 or earlier</b> [Article VI, Section 605]
Wed., June 3 – Thurs., June 4	CANVAS 1 – 10 am to 4 pm, will resume 10 am 6/4 as necessary [Section 3-3.(d)(6)]
Friday, June 12, 2026	10 am - Deadline to receive ballots by mail, must be postmarked June 2, 2026 or earlier. [Section 3-3.(d)(6)]
Friday, June 12, 2026	CANVAS 2 – 10 am to ? [Section 3-3.(d)(6)]
Friday, June 12, 2026	Board of Elections to certify results of election to City Administrator no earlier than 11 am and no later than 11:59 pm. [Article VI, Section 606]
Early July 2026	New Mayor and Council Take Oath of Office

*All deadlines are at 4 pm of the day listed unless otherwise specified.*

Board of Elections: Tom Bowling, Bradley Brandon, John O'Rorke  
\* Item fell on Sunday, moved to Monday

DRAFT

# Frostburg City Election 2026

January 5, 2026

The City of Frostburg will hold its municipal election on Tuesday, June 2, 2026. The City election is conducted as a vote-by-mail election under the direction of the Frostburg Board of Elections. All registered voters will receive a ballot by mail and may return the ballot by mail (postage prepaid) or at a secure drop box located at the Frostburg Municipal Center by 7:00 pm on June 2, 2026. The calendar with important dates related to the 2026 election is attached.

## FORM OF GOVERNMENT

Frostburg has a commission form of government. The elected body consists of the Mayor, Commissioner of Finance, Commissioner of Public Safety, Commissioner of Public Works, and Commissioner of Water, Parks, and Recreation. Collectively the elected officials are responsible for the various aspects of City government. The election is nonpartisan and the Mayor and City Council members are elected at-large once every 2 years.

## HOW TO FILE FOR OFFICE

Those seeking to run for Mayor or Council may find the filing forms on the City's website [www.frostburgcity.org](http://www.frostburgcity.org) or visit City Hall at 37 Broadway for a hard copy. Certificate of Candidacy must be filed by March 20, 2026 for the candidate name to appear on the ballot. Questions about seeking office or how to file are welcome. Please contact Patrick O'Brien, City Administrator, 2<sup>nd</sup> Floor, or 301-914-1781, or [pobrien@frostburgcity.org](mailto:pobrien@frostburgcity.org).

## REMEMBER TO VOTE!

Municipal government may be the smallest form of government, but it has the most direct impact on residents and their quality of life. Municipal government empowers residents to readily access their elected leaders and City staff to express their concerns, priorities, or ideas for improving their own community. It is important that the citizens of Frostburg participate in their local government, and the easiest way to do that is by voting. The deadline to register to vote in the 2026 Frostburg Elections is 4:00 pm on Monday, May 4, 2024. [Register to vote today!](#)

## WHAT ABOUT VOTER FRAUD?

The City election process is governed by local and state laws and is overseen by the Frostburg Board of Elections with administrative support provided by the City Administrator. Ballots will be mailed to every registered voter and replacement ballots will be made available for those who did not receive, lost, destroyed their ballot, or otherwise rendered their ballot unusable. Each ballot will be mailed with 2 envelopes. To protect the identity of the voter, the ballot is to be completed and inserted into an "Oath of Voter" envelope, which is then to be inserted into the return envelope, sealed, and mailed or returned to the drop box. Each Oath of Voter envelope will have a unique identification number printed on the envelope that corresponds with the registered voter. The Oath of Voter envelope is separated in a manner which protects the privacy of the voter. Only one vote per registered voter is counted. The tallying process is open to the public and poll watching is permitted for citizens who wish to observe the process.

# City of Frostburg

# MUNICIPAL ELECTION



**Certificate of Candidacy forms available here**

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**Vote-by-Mail election**  
**Election Day: June 2, 2026**

**Register to Vote! - [www.elections.maryland.gov](http://www.elections.maryland.gov)**



## Certificate of Candidacy

FROSTBURG CITY ELECTION  
Tuesday, June 2, 2026

1. Applications are specific for the position desired, i.e. Mayor or Commissioners.
2. Applications must be signed and dated by the Candidate witnessed by a City Employee at Frostburg City Hall – 37 Broadway (M-F 8 am to 4 pm)
3. Applications must be accompanied by the Disclosure Statement for the Frostburg Ethics Commission.
4. Applications must be accompanied by a non-refundable \$10.00 fee.
5. Deadline for Candidates to File: 4:00 pm, Wednesday, March 18, 2026.



## CERTIFICATE OF CANDIDACY FOR THE CITY OF FROSTBURG 2026

I, the undersigned, do hereby request that my name be placed upon the Municipal Ballot as Candidate for the office of **MAYOR** of the City of Frostburg, at the election to be held in Frostburg on Tuesday, June 2, 2026 and I do state under oath and hereby certify under penalties of perjury that I am a citizen of the United States and that I am a qualified registered voter of the City of Frostburg.

My name shall appear as follows on the Ballot: \_\_\_\_\_  
(Please Print)

Name as Registered for Voting: \_\_\_\_\_  
(If Different Than Above)

Street Address in the City of Frostburg: \_\_\_\_\_

Candidate Signature:  
\_\_\_\_\_  
\_\_\_\_\_

City of Frostburg Witness: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_



## CERTIFICATE OF CANDIDACY FOR THE CITY OF FROSTBURG 2026

I, the undersigned, do hereby request that my name be placed upon the Municipal Ballot as Candidate for the office of **COMMISSIONER OF FINANCE** of the City of Frostburg, at the election to be held in Frostburg on Tuesday, June 2, 2026 and I do state under oath and hereby certify under penalties of perjury that I am a citizen of the United States and that I am a qualified registered voter of the City of Frostburg.

My name shall appear as follows on the Ballot: \_\_\_\_\_  
(Please Print)

Name as Registered for Voting: \_\_\_\_\_  
(If Different Than Above)

Street Address in the City of Frostburg: \_\_\_\_\_

Candidate Signature:  
\_\_\_\_\_  
\_\_\_\_\_

City of Frostburg Witness: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_



## CERTIFICATE OF CANDIDACY FOR THE CITY OF FROSTBURG 2026

I, the undersigned, do hereby request that my name be placed upon the Municipal Ballot as Candidate for the office of **COMMISSIONER OF PUBLIC SAFETY** of the City of Frostburg, at the election to be held in Frostburg on Tuesday, June 2, 2026 and I do state under oath and hereby certify under penalties of perjury that I am a citizen of the United States and that I am a qualified registered voter of the City of Frostburg.

My name shall appear as follows on the Ballot: \_\_\_\_\_  
(Please Print)

Name as Registered for Voting: \_\_\_\_\_  
(If Different Than Above)

Street Address in the City of Frostburg: \_\_\_\_\_

Candidate Signature:  
\_\_\_\_\_  
\_\_\_\_\_

City of Frostburg Witness: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_



## CERTIFICATE OF CANDIDACY FOR THE CITY OF FROSTBURG 2026

I, the undersigned, do hereby request that my name be placed upon the Municipal Ballot as Candidate for the office of **COMMISSIONER OF PUBLIC WORKS** of the City of Frostburg, at the election to be held in Frostburg on Tuesday, June 2, 2026 and I do state under oath and hereby certify under penalties of perjury that I am a citizen of the United States and that I am a qualified registered voter of the City of Frostburg.

My name shall appear as follows on the Ballot: \_\_\_\_\_  
(Please Print)

Name as Registered for Voting: \_\_\_\_\_  
(If Different Than Above)

Street Address in the City of Frostburg: \_\_\_\_\_

Candidate Signature:  
\_\_\_\_\_

City of Frostburg Witness: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_



## CERTIFICATE OF CANDIDACY FOR THE CITY OF FROSTBURG 2026

I, the undersigned, do hereby request that my name be placed upon the Municipal Ballot as Candidate for the office of **COMMISSIONER OF WATER, PARKS AND RECREATION** of the City of Frostburg, at the election to be held in Frostburg on Tuesday, June 2, 2026 and I do state under oath and hereby certify under penalties of perjury that I am a citizen of the United States and that I am a qualified registered voter of the City of Frostburg.

My name shall appear as follows on the Ballot: \_\_\_\_\_  
(Please Print)

Name as Registered for Voting: \_\_\_\_\_  
(If Different Than Above)

Street Address in the City of Frostburg: \_\_\_\_\_

Candidate Signature:  
\_\_\_\_\_  
\_\_\_\_\_

City of Frostburg Witness: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

**City of Frostburg – 2026 Municipal Election – Control for ballots received by mail**

Received:

No. of ballots received: \_\_\_\_\_ Date placed in storage:

Counter: \_\_\_\_\_ Observer:

**City of Frostburg – 2026 Municipal Election – Control for ballots received by mail**

Received:

No. of ballots received: \_\_\_\_\_ Date placed in storage:

Counter: \_\_\_\_\_ Observer:

**City of Frostburg – 2026 Municipal Election – Control for ballots received by mail**

Received:

No. of ballots received: \_\_\_\_\_ Date placed in storage:

Counter: \_\_\_\_\_ Observer:

**City of Frostburg – 2026 Municipal Election – Control for ballots received by mail**

Received:

No. of ballots received: \_\_\_\_\_ Date placed in storage:  
\_\_\_\_\_

Counter: \_\_\_\_\_ Observer:  
\_\_\_\_\_

## CITY OF FROSTBURG | MUNICIPAL VOTER REGISTRATION APPLICATION

### TO REGISTER, YOU MUST

- Be a United States Citizen;
- Be a resident of The City of Frostburg;
- Be 18 years of age on or before Election day;
- Not be under guardianship for mental disability or if you are, you have not been found by a court to be unable to communicate a desire to vote;
- Not have been convicted of buying or selling votes;
- Not be currently serving a sentence of imprisonment for a felony conviction

### DEADLINE

- This application must be received by The City of Frostburg at 37 S. Broadway no later than 4 pm on Monday, May 4.

### REGISTRATION INFORMATION

- This form is to register to vote for **The City of Frostburg's Municipal Elections ONLY**.
- If you are registered to vote in Maryland and at an address in Frostburg, you are already registered to vote in Frostburg; please **DO NOT** complete this form.
- If you want to register to vote in Maryland or want to check your voter registration status in Maryland, please visit: [https://elections.maryland.gov/voter\\_registration/](https://elections.maryland.gov/voter_registration/)

### VOTER REGISTRATION APPLICATION

Will you be at least 18 years old on or before June 2, 2026?  Yes  No

Are you a U.S. Citizen?  Yes  No

*If you answer **NO** to either question, do not complete this form.*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_  
Suffix \_\_\_\_\_

Birth Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Contact email or phone \_\_\_\_\_

Maryland Resident Address \_\_\_\_\_  
Frostburg, MD 21532

Mailing Address (if different than above)  
\_\_\_\_\_

*Under penalty of perjury, I hereby swear or affirm: I am a U.S. Citizen; I am a resident of The City of Frostburg; I will be at least 18 years old on or before June 2, 2026; I have not been convicted of buying or selling votes; I am not currently serving a sentence for a felony conviction. The information in this application is true to the best of my knowledge, information, and belief.*

Signature (required) \_\_\_\_\_

*Section 3, Item F.*