

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1211 concerning Amending Chapter 61 Elections**

(Public Hearing)

Date: **10/22/2025**

Notice: Any comments made after 5:00 p.m. on the Thursday before the Council Meeting will not be seen in the agenda packet.

Purpose:

☐

FYI

☒

Read and Comment as Needed

☒

Action Required by November 3, 2025

☐

In Confidential File Drawer

Approve:

Johnny Boker

☐ Yes

☐ No

☐ No Comment

Comment: _____

Casi Boyer

☐ Yes

☐ No

☐ No Comment

Comment: _____

Matthew Ellis

☐ Yes

☐ No

☐ No Comment

Comment: _____

Vicki Jones

☐ Yes

☐ No

☐ No Comment

Comment: _____

Jim Ringsaker

☐ Yes

☐ No

☐ No Comment

Comment: _____

Tammy Lynn

Schneegas

☐ Yes

☐ No

☐ No Comment

Comment: _____

Note: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1211

Introduced by Council President Ringsaker

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND CHAPTER 61 “ELECTIONS”

On: October 20, 2025
at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

PUBLIC HEARING

A Public Hearing is scheduled for November 3, 2025 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

WHEREAS, the Administration has reviewed the proposed changes to the election code with the Board of Election Supervisors on September 5, 2025; and

WHEREAS, the Board of Election Supervisors subsequently voted at a meeting on September 19, 2025 to recommend that the City Council adopt the proposed changes to the election code;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED, the Mayor and City Council of Havre de Grace, in accordance with the authority vested in the Mayor and City Council of Havre de Grace, by law and the Charter of the City of Havre de Grace hereby amends Chapter 61 of the Code of the City of Havre de Grace as follows:

Repeal and replace “§61-1 Registration of voters; review of list; appeals” with the following:

§61-1. Registration of voters; review of list.

The City does not require separate voter registration and relies on the voter registration list maintained by Harford County, provided however, eligible voters must live within the corporate boundaries of the City as set forth in the City Charter. The voter list and addresses are to be confirmed on an annual basis by the Board with assistance from City staff. Any person not maintaining a Havre de Grace address within corporate limits shall be stricken from the City voter list and notified by mail.

Repeal and replace “§61-2 Fraudulent registration by officers” in its entirety with the following:

§61.2. Reserved.

Repeal and replace “§61.4 Responsibility for condition of registry of voters” and replace with the following:

§61.4. Reserved.

Repeal and replace “§61-5 Custody of registry book” in its entirety with the following”:

§ 61-5 Custody of registry books.

The registry of voters is maintained by Harford County. The City does not maintain a separate voter registry but may verify addresses as provided under §61-1 and notify the Harford County Board of Elections of same.

The following sections of Chapter 61 are amended as noted below with underlined portions added and bracketed/bold portions deleted:

§ 61-6. Filing notice of candidacy; fee.

A notice of candidacy and required disclosure forms and filing fee shall be submitted to [completed in the presence of] the Director of Administration or his designee not later than 5:00 PM on the last day of filing for candidacy. [an authorized Deputy who shall be empowered to administer an oath,] and the person filing for office shall swear or affirm under penalty of perjury that the information supplied is true and correct. A nonrefundable filing fee of \$50 for a City Council seat and \$100 for Mayor shall be paid to the Director of Administration at the time of filing a notice of candidacy.

80 **§ 61-7. Voting methods.**

81 The method of casting and marking ballots, the powers and duties of the voters in relation
 82 thereof and the rendering of assistance to physically disabled voters shall be as determined by
 83 the **[Mayor and City Council from time to time.]** City's Board of Election Supervisors in
 84 consultation with the Harford County Board of Elections. Voting shall take place within the
 85 corporate boundaries of the City.

86
 87 **§ 61-8. Voting machines.**

88 The voting machines utilized by the Board of Election Supervisors in the conduct of City
 89 elections shall meet all of the requirements of county and state law.

90
 91 **§ 61-11. Canvass of ballots.**

92 In canvassing votes cast, the judges shall conform to the procedure provided by law in the
 93 instance of state and county elections. Upon the completion of the canvass, the judges shall
 94 make out and sign **[two]** in duplicate two original [copies of a] statements of return of the result
 95 of the canvass on forms provided by the Board of Election Supervisors, which forms shall
 96 immediately be placed in sealed envelopes. The judges, no later than 10:00 a.m. on the morning
 97 following the election day, shall deliver one original **[copy]** of such statement **[or]** of return to
 98 the President of the Board of Election Supervisors and deliver the other [copy thereof] original
 99 statement of return to the Director of Administration, together with all tally sheets and other
 100 records of the election for safekeeping by the Director of Administration pending review by
 101 the Board of Election Supervisors and/or Harford County Board of Elections. The Director of
 102 Administration shall prepare a chain of custody form acknowledging date and time of receipt
 103 of the statement of return and election records.

104
 105 **§ 61-12. Proclamation of election results; contested elections.**

106 The Board of Election Supervisors shall meet at the City Council Chamber **[at the hour of**
 107 **12:00 o'clock noon]** prior to 5:00 PM on the day **[next succeeding]** following the day of
 108 election. **[; and from the statement return filed with them as hereinbefore provided by the**
 109 **judges of election,].** The Director of Administration shall provide to the Board of Election
 110 Supervisors any records held for safekeeping and the Board of Election Supervisors shall sign
 111 the chain of custody form. The Board [they] shall proceed to canvass the number of votes cast
 112 at said election, and shall declare and proclaim the result of said election; and they shall prepare
 113 and file with the Director of Administration, addressed to the Mayor and City Council, a written
 114 statement signed by them or a majority of them of the result of said election. The said Board
 115 of Election Supervisors shall have jurisdiction to hear and determine, under such rules and
 116 regulations as the Mayor and City Council may by ordinance prescribe, all contested City
 117 elections, and any party to such contest may, within 10 days after such determination by said
 118 Board, appeal to the Circuit Court for Harford County.

119
 120 **§ 61-13. Posting of sample ballot; absentee ballots.**

121 A. The Board of Election Supervisors shall, at least four days prior to the day of election,
 122 cause an accurate sample copy of the official paper ballot to be posted in four or more
 123 public places in the City, **[said sample copies to be printed on cardboard,]** and at least
 124 one of said sample copies shall be placed on the exterior of the building in which the
 125 election is to be held. City staff is to assist the Board of Election Supervisors with posting
 126 a copy of the sample ballot on the City website.

- B. Ballots for absentee voting shall be provided for those persons meeting the criteria set forth in the state law governing state and county elections. The procedures for processing applications, casting ballots and canvassing of ballots shall conform to the standards set forth in state law for state and county elections except as may be modified by the Mayor and City Council. Absentee ballots and the related forms may be reproduced by photocopying or offset printing as the Board of Election Supervisors may determine appropriate

§ 61-16. New election procedure.

In any case where a new election is ordered by the Board of Election Supervisors, the following procedures shall be followed:

- A. The new election shall be scheduled 14 days after the election which resulted in a tie.
- B. No new voter r[R]egistrations will be recognized if application for such new voter registration is dated after the date of the original election. [shall remain closed until after the new election.]
- C. Only the names of those candidates whose vote count resulted in a tie, thereby causing a failure to elect, shall appear on the ballot.

§ 61-18 Enforcement.

Any person convicted of committing any unlawful act as provided in this chapter shall be guilty of a misdemeanor. If any unlawful act is continuing, then each day during which such violation continues shall be considered a separate offense. In addition to any criminal penalty which may be imposed, all the provisions of this chapter may be enforced by a petition for injunction filed on behalf of [T]he Mayor and City Council of Havre de Grace.

All other provisions of City Code, Chapter 61 shall remain in full force and effect with no amendments.

ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of ____, 2025.

SIGNED by the Mayor and attested by the Director of Administration this ____ day of ____, 2025.

ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Christopher Ricci
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 10/20/2025

Public Hearing:

Second Reading:

Effective Date:

Legislative History

Original Chapter 61 derived from 1988 Codified Ordinances of the Mayor and City Council.
Ordinance No. 998 adopted March 5, 2018