

PETITION FOR CANDIDATE FOR COUNCILMEMBER

Dear Candidate;

Thank you for your interest in running for an office in the Town of Brentwood, Maryland. As you may already know, you must meet the qualifications set forth in the Town Charter in order to pursue your desire for certification for candidacy. These qualifications, per the Brentwood, Maryland Town Charter are:

Section 301.0 Qualifications for Council

Members of Council, defined as Councilmembers and the Mayor, shall (a) have been domiciled within the Town for not less than 365 days preceding the filing deadline for certification as a candidate as set forth in 508.0 and 508.1, (b) have been a qualified voter of the Town of Brentwood for not less than 365 days preceding the filing deadline for certification as a candidate, again as set forth in 508.0 and 508.1. Members of Council shall maintain their physical residence in the Town for the entirety of their term of office. The minimum age for Councilmember shall be twenty-five (25) years of age. The minimum age for Mayor shall be thirty (30) years of age.

Section 508.0 Certification of Candidates

Candidates for election to the office of Mayor or Councilmember shall file with the Board of Supervisor of Elections a petition signed by at least twenty (20) registered voters of Brentwood. The candidate shall file his petition for an elective office not less than forty-five (45) days (including Sundays and holidays) prior to the date of such election.

Such petition shall state (a) the name and address of the candidate, (b) the fact that such person is eligible for election to the office of Mayor or Councilmember and (c) that such person wishes his name placed on the ballot as candidate. Such petition shall be sworn to or affirmed by the person filing same, both as to the fact of the candidate's eligibility and as to the genuineness of the signatures on such petition. When said petitions have been filed and the time for their filing has expired, the Board of Supervisors of Elections shall examine and pass upon the sufficiency and legality of the petitions and the eligibility of the petitioning candidates.

No candidate shall file for election for more than one Town public office at any one election. The Board of Supervisors of Elections shall cause to be given general publicity the names of such eligible candidates with the names of the office they seek and shall post all of such names and offices conspicuously at the polls.

Financial Disclosure

As per Section 19-7 part C of the Town of Brentwood's Code of Ethics all candidates for public office must file a financial disclosure statement with the Town Clerk or Board of Election Supervisors at the time their petition is submitted.

Good luck as you pursue your desire to run for elected office. It is certainly our hope that you will run an appropriate, civil campaign and not fall prey to the temptation to destroy your opponents in hopes of winning the favor of the voters. Please respect our environment and do not hang your signs on living trees. Be sure when hanging signs to get the property owners' permission and for the safety of our citizens, do not obstruct the view of pedestrians or drivers. If we can assist you in any way during the campaign, please do not hesitate to contact us.

Sincerely yours.

The Board of Supervisors of Elections

Date petition received by Candidate _____
Date petition filed with Town Clerk _____
Date Financial Disclosure form received by Candidate _____
Date Financial Disclosure form filed with Town Clerk _____

Attention Board of Supervisors of Elections, Town of Brentwood;

I do hereby declare and certify that I am at least twenty-five (25) years of age and have been, or will be, domiciled in the Town of Brentwood for no less than 365 days prior to the filing deadline for this year's election. I also declare and certify that I am a qualified voter in the State of Maryland, Prince George's County, Town of Brentwood.

I understand this petition must be signed, by **NO LESS THAN 20** persons, who reside and are qualified voters in the Town of Brentwood, Maryland and returned to the Town Office no later than Friday, March 17, 2023, close of business. This is 45 days, (including Saturdays and Sundays) before the May 1, 2023 election.

Failure to obtain the required number of **qualified** signatures or any misrepresentation of myself or my qualifications for candidacy or failure to file a **valid** financial disclosure form will cause me to be disqualified as a candidate for office in the Town of Brentwood.

I do solemnly swear (or affirm) that the information set forth on this page and the accompanying petition regarding my name, date of birth, place of residence and qualifications as a voter and a candidate is true.

Signature of Candidate _____

Print Name _____

Address _____

Phone _____ Email: _____

FOR OFFICIAL USE ONLY

Qualifying Petition Yes No (Specify Reason)

Reason _____

Election Judge Signature _____ Election Clerk Signature _____

Print Name _____ Print Name _____

Election Clerk Signature _____

Print Name _____

Qualifying Financial Disclosure Yes No (Specify Reason)

Reason _____

Ethics Chair Signature _____ Ethics Clerk Signature _____

Print Name _____ Print Name _____

Ethics Clerk Signature _____

Print Name _____

I, _____, residing at _____

do hereby declare that I desire to have my name placed on the ballot for the office of Councilmember of the Town of Brentwood, Maryland. The citizens who have signed below attest that I have met the qualifications for the office of Councilmember and therefore endorse me as a candidate.

Please print Name and Address

Signature

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

Please print Name and Address

Signature

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

Please print Name and Address

Signature

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

30. _____

31. _____

**Brentwood Ethics Commission
Financial Disclosure Statement (Town Elected Officials)**

INSTRUCTIONS & DEADLINES

1. Instructions:

- a. Fill in the preliminary information requested in the box on the Cover Sheet (next page). Be sure to correctly identify the reporting period.
- b. On the Checklist, check the proper block for each question. If you check "Yes" for any question, complete the corresponding Schedule or write "N/A" on the corresponding Schedule. *If you own or rent your home, you must complete Schedule A. If you are employed by an organization other than the Town of Brentwood, or if you earn income from a business that you own in whole or in part, you must complete Schedule H.*
- c. Upon completion of your financial disclosure statement, sign and date the lower portion of this cover page and make the required oath or affirmation before a notary public or other officer authorized to take oaths.
- d. Submit the completed form to the Brentwood Town Clerk.

2. Filing deadlines:

- a. Incumbent elected officials shall file this Financial Disclosure Statement annually, no later than March 17th of each year for the preceding calendar year.
- b. An individual who is appointed to fill a vacancy, and who has not already filed a Financial Disclosure Statement for the reporting period, shall file a statement for the preceding calendar year within 30 days after appointment.
- c. An individual who, other than by reason of death, leaves elected office shall file a statement within 60 days of leaving office. The Financial Disclosure Statement shall cover (i) the calendar year immediately preceding the year in which the individual left office, unless a Statement covering that year has already been filed, and (ii) the portion of the current calendar year during which the individual held office.
- d. A candidate for elected office shall file a Financial Disclosure Statement at the time the petition required for candidacy is required.

3. Definitions: Please see the Town of Brentwood Code of Ethics, available at Town Hall or by contacting the Ethics Commission.

**Brentwood Ethics Commission
Financial Disclosure Statement (Town Elected Officials)**

COVER SHEET

NOTIFY ME IF SOMEONE REQUESTS MY FORM.

SELECT ONE:

- Regular reporting period: January 1 – December 31, _____.
- Termination report: January 1 – _____.

PLEASE PRINT OR TYPE:

FIRST NAME	INITIAL	LAST NAME
CURRENT ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
CURRENT POSITION OR OFFICE HELD WITH TOWN, IF ANY (OR OFFICE FOR CANDIDACY)		
E-MAIL ADDRESS		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by Brentwood Ethics Ordinance, Chapter 19 of the Brentwood Code with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and the Schedules.

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: _____

Sworn to before me this _____ day of _____

Signature of Notary Public: _____

Printed/Typed Name of Notary Public: _____

(SEAL)

My Commission Expires: _____

**Town of Brentwood
Financial Disclosure Statement (Town Elected Officials)**

CHECKLIST

Answer Yes or No for the reporting period listed on the cover page.

YES	NO	
		A. I held interests in real property located in Maryland or elsewhere, including a home or apartment I own or rent. (If Yes, complete Schedule A.)
		B. I held interests in corporations, partnerships, limited liability companies, and/or similar business entities, whether or not those entities did business with the Town of Brentwood. (If Yes, complete Schedule B.)
		C. I held interests in a corporate or non-corporate business entity that did business with the Town of Brentwood. (If Yes, complete Schedule C.)
		D. I received a gift in excess of \$20 from persons or entities doing business with the Town of Brentwood. (If Yes, complete Schedule D.)
		E. I or a member of my immediate family was a partner, officer, director, or salaried employee of an entity doing business with the Town of Brentwood. (If Yes, complete Schedule E.)
		F. I or a member of my immediate family owed debts (excluding retail or consumer credit accounts) with an entity doing business with the Town of Brentwood. (If Yes, complete Schedule F.)
		G. A member of my immediate family was employed by the Town of Brentwood. (If Yes, complete Schedule G.)
		H. I or a member of my immediate family received a salary from an entity other than the Town of Brentwood or was the sole or partial owner of a business entity from which earned income was received. (If Yes, complete Schedule H.)
		I. I have other interests to disclose about myself or a member of my immediate family. (If Yes, complete Schedule I.)

Schedule A – Real Property Interests

If you have an interest (as an owner or a tenant, including interests in time shares) in real property in Maryland or in another state or country, please complete the information below for each real property interest (a separate Schedule A is required for each property you need to disclose). **Note that you must complete Schedule A if you rent or own property.**

If this schedule is not applicable to you for this disclosure period, write "N/A" here: _____.

1. What is the street address of the property?

Street address: _____
City/State/Zip: _____

2. Is this property your primary residence?

- Yes
- No

3. What kind of property is it?

- Improved, residential
- Improved, commercial
- Unimproved (vacant lot)

4. Is the interest held directly by you or is the interest attributable to you (i.e., owned by your spouse or child)?

- Directly held interest
- Attributable interest

5. Are you the owner of the property (including property attributed to you) or are you a tenant?

- Owner
- Tenant

6. Do you hold the interest solely or is it held with another?

- Solely
- Jointly
- Tenants by Entirety

List names of any joint owners: _____

7. You do not need to provide information on the holder of the first mortgage on your primary residence. Other than a first mortgage, are there any legal encumbrances on the property, such as a second mortgage, lien, contract, or option?

- Yes
- No

If yes, list name(s) of creditor(s), lender(s), lien holder(s), etc.: _____

Schedule B – Interests in Corporations and Partnerships

If you have an interest in any corporations, partnerships, limited liability partnerships (LLPs), or limited liability companies (LLCs), please complete the information below for each interest (a separate Schedule B is required for each interest you need to disclose). This information is required **whether or not** the entity did business with the Town of Brentwood.

You do not need to report:

- Bank accounts, money market funds, certificates of deposit (CD) or Roth IRAs;
- Insurance policies or annuity contracts;
- Common trust funds or trusts that form part of a pension or profit-sharing plan with more than 25 participants and which is determined by the IRS to be a qualified trust or college savings plan under the Internal Revenue Code; or
- A mutual fund that is publicly traded on a national scale, including those you may hold via a 401(k), 403(b), or similar retirement plan.

If this schedule is not applicable to you for this disclosure period, write "N/A" here: _____.

1. What is the name of the entity in which you hold an interest?

2. Does the entity issue stock that trades on a stock exchange?

- Yes
 No

If no, list the legal address of the entity's principal office: _____

3. Is interest held directly by you or is the interest attributable to you (i.e., owned by your spouse or child)?

- Directly held interest
 Attributable interest

4. Do you hold the interest solely or jointly?

- Solely
 Jointly

If held jointly, the percentage of your interest: _____%

5. What is the nature of your interest (e.g., stock, bond, notes, options, etc.) and its dollar value, number of shares, or percentage of ownership?

Type: _____

Dollar value: _____ or Number of shares: _____ or Percentage of ownership: _____

6. Are there any legal conditions or encumbrances that apply to your interest in the entity (e.g., mortgages, liens, contracts, options)?

- Yes
- No

If Yes, name of entity holding the encumbrance: _____

7. Did you acquire an interest in the entity during the reporting period?

- Yes
- No, interest was acquired prior to this reporting period

If Yes, also answer the following questions:

a. In what month did you acquire the interest? _____

b. How did you acquire the interest?

- Purchase
- Gift
- Inheritance
- Other (please specify): _____

c. From whom did you acquire the interest (list name of brokerage): _____

d. What consideration was given when the interest was acquired (dollar amount paid or, if gifted or inherited, the fair market value at the time acquired): _____

8. Did you transfer any interest in this entity during the reporting period?

- Yes
- No

If Yes, also answer the following questions:

a. To whom did you transfer the interest? _____

b. What portion of the interest was transferred? _____

c. What consideration did you receive? _____

Schedule C – Interests Business Entities Doing Business with the Town of Brentwood

If you have an interest in any corporate or non-corporate entity that does business with the Town of Brentwood, please complete the information below for each interest (a separate Schedule C is required for each interest you need to disclose). If you have already disclosed the interest on Schedule B, list the name of the entity only and then write "See Schedule B" on Line 1.

If this schedule is not applicable to you for this disclosure period, write "N/A" here: _____.

1. What is the name of the entity in which you hold an interest?

2. Does the entity issue stock that trades on a stock exchange?

- Yes
 No

If no, list the legal address of the entity's principal office: _____

3. Is interest held directly by you or is the interest attributable to you (i.e., owned by your spouse, domestic partner, or dependent child)?

- Directly held interest
 Attributable interest

4. Do you hold the interest solely or jointly?

- Solely
 Jointly

If held jointly, the percentage of your interest: _____%

5. What is the nature of your interest (e.g., stock, bond, notes, options, etc.) and its dollar value, number of shares, or percentage of ownership?

Type: _____

Dollar value: _____ or Number of shares: _____ or Percentage of ownership: _____

6. Are there any legal conditions or encumbrances that apply to your interest in the entity (e.g., mortgages, liens, contracts, options)?

- Yes
 No

If Yes, name of entity holding the encumbrance: _____

7. Did you acquire an interest in the entity during the reporting period?

- Yes
- No, interest was acquired prior to this reporting period

If Yes, also answer the following questions:

a. In what month did you acquire the interest? _____

b. How did you acquire the interest?

- Purchase
- Gift
- Inheritance
- Other (please specify): _____

c. From whom did you acquire the interest (list name of brokerage): _____

d. What consideration was given when the interest was acquired (dollar amount paid or, if gifted or inherited, the fair market value at the time acquired): _____

8. Did you transfer any interest in this entity during the reporting period?

- Yes
- No

If Yes, also answer the following questions:

a. To whom did you transfer the interest? _____

b. What portion of the interest was transferred? _____

c. What consideration did you receive? _____

Schedule D – Gifts

If you received a gift(s), directly or indirectly, in excess of \$20 from a person or entity who did business with the Town of Brentwood or was engaged in an activity regulated or controlled by the Town or State of Maryland, please complete the information below for each gift received (a separate Schedule D is required for each gift you need to disclose).

You do not need to report gifts received from your immediate family members (spouse, parents, siblings, children).

If this schedule is not applicable to you for this disclosure period, write "N/A" here: _____.

1. Who gave you the gift?

2. What was the nature of the gift (e.g., restaurant meal, tickets to an event, book)?

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.

Schedule E – Officers, Directors, Salaried Employment, and Similar Interests

If you or any member of your immediate family (spouse, domestic partner, or dependent child) have any salaried employment or hold any office or directorship with an entity that did business with the Town of Brentwood, please complete the information below for each such interest (a separate Schedule E is required for each interest you need to disclose).

If this schedule is not applicable to you for this disclosure period, write "N/A" here: _____.

1. What is the name and address of the entity?

Name: _____

Address: _____

2. What is the position?

- Officer
- Director
- Salaried employee

3. Who is the individual holding the position?

- Self
- Spouse/domestic partner
- Dependent child

Name of individual (if not self): _____

4. What is the title of the position? _____

5. With which Town of Brentwood department does the entity do business?

6. What is the nature of the business?

Schedule F – Debts You Owe

If you or any member of your immediate family (spouse or dependent child) owe a debt or other financial liability to an entity doing business with the Town of Brentwood, please complete the information below for each such debt (a separate Schedule F is required for each debt you need to disclose).

You do not need to disclose retail or consumer credit cards. You only need to disclose debts you owe to an entity that does business with the Town of Brentwood.

If this schedule is not applicable to you for this disclosure period, write "N/A" here: _____.

1. To whom do you owe the debt?

2. When (month and year) was the debt incurred? _____

3. What is the interest rate on the debt? _____ %

4. What was the amount of the debt as of the end of the reporting period? If the debt existed during the reporting period but was paid in full by the end of the reporting period, put \$0. \$ _____

5. Did the principal of the debt increase _____ or decrease _____ during the reporting period? By how much? \$ _____

6. Did you give any security for the debt?

Yes

No

If yes, please list the security (e.g., car, home, boat): _____

7. Is this a transaction in which you are involved, but which resulted in a debt being owed to your spouse or dependent child?

Yes

No

Schedule G – Family Members Employed by Town

If a member of your immediate family (spouse or dependent child) is employed by the Town of Brentwood, please complete the information below for each such employment (a separate Schedule G is required for each debt you need to disclose).

If this schedule is not applicable to you for this disclosure period, write "N/A" here: _____.

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

2. What is the name of the Town department that employs your family member?

3. What was the title held by your immediate family member during the reporting period?

Schedule H – Employment/Business Ownership

If you or a member of your immediate family received a salary from an entity other than the Town of Brentwood, or was the sole or partial owner of a business entity from which earned income was received, please complete the information below for each such employment/ownership. You may disclose 2 individuals per Schedule H (a separate Schedule H is required for each additional employment/ownership you need to disclose). **Note that you must complete Schedule H if you are employed by an entity other than the Town of Brentwood.**

If this schedule is not applicable to you for this disclosure period, write "N/A" here: _____.

1. List the name of the individual who is/was employed by an entity other than the Town of Brentwood or owns/owned a business entity, the name of the business entity, and the entity's address.

- Disclosing employment
- Disclosing ownership

Name of individual (or write "Self"): _____

Relationship: _____

Name of employer/entity: _____

Address: _____

2. List the name of the individual who is/was employed by an entity other than the Town of Brentwood or owns/owned a business entity, the name of the business entity, and the entity's address.

- Disclosing employment
- Disclosing ownership

Name of individual (or write "Self"): _____

Relationship: _____

Name of employer/entity: _____

Address: _____

Schedule I – Other

If you or a member of your immediate family has any other interest to disclose, please list it below.

If this schedule is not applicable to you for this disclosure period, write "N/A" here: _____.

STANDARDS OF CONDUCT

The Town of Brentwood Ethics Ordinance includes standards of conduct applicable to financial disclosure filers and other Town employees. The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the State, and procurement specifications assistance restrictions. The Ordinance provides for exceptions and exemptions under certain circumstances.

Filers wanting more detailed information about these requirements should contact the offices of the State Ethics Commission.

PRIVACY NOTICE

The Public Ethics Law (General Provisions Article, Title 5), Annotated Code of Maryland) requires the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Law. The information may be disclosed to any requesting person, including officials of State, local or federal government, who records their name and address, and this record will be provided to the filer upon request. The subject has the right to review, correct and amend the record as set forth in the General Provisions § 4-502. Failure to file or to report information required by Public Ethics Law §5-607 can subject you to civil and administrative penalties including termination or other disciplinary action, suspension of pay, a late filing fee up to \$500, and a civil fine of up to \$5,000 per day. Willful and false filing is subject to criminal penalty for perjury pursuant to Criminal Law Article §9-101, Annotated Code of Maryland.

