

# APPLICATION FOR CANDIDACY PACKET



1. Candidacy  
Application due  
January 31, 2025  
by 4:00PM.
2. There are no  
Write-in ballots  
permitted.
3. Election Date:  
March 4, 2025.

DOCUMENTS TO BE IN PACKET AND GIVEN TO EACH  
CANDIDATE FILING FOR THE POSITION OF TOWN  
COMMISSIONER:

1. CANDIDACY FILING FORM (SHALL BE NOTARIZED)
2. RECENT PHOTO AND SHORT BIOGRAPHY ON YOUR BACKGROUND  
AND PERTINENT EXPERIENCE RELATED TO THE COMMISSIONER  
POSITION.
3. FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS
4. FINANCIAL DISCLOSURE STATEMENT (SHALL BE NOTARIZED)
5. THE ABOVE DOCUMENTS SHALL BE RETURNED TO THE TOWN  
HALL BY 4:00PM, JANUARY 31, 2025.
6. SEE MARYLAND MUNICIPAL LEAGUE GUIDANCE:  
<https://www.mdmunicipal.org/information-for-new-officials>

## Candidacy Filing Form

I, \_\_\_\_\_, being first sworn, say  
(Print name as it is to appear on ballot)

that I reside in the Town of Charlestown, Cecil County, State of Maryland; and I am qualified for such office pursuant to Section 302 of the Town Charter; that I am a candidate for the Office of Commissioner to be voted upon at the election to be held on the fourth day of March 2025, and I hereby request my name, as written above, to be printed upon the official ballot for such election to said office.

Signed \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:

# **FINANCIAL DISCLOSURE STATEMENT**

Charlestown Ethics Ordinance  
(Pursuant to the Public Ethics Law  
Annotated Code of Maryland, Article 40A)

## **A MESSAGE TO THOSE WHO ARE REQUIRED TO FILE DISCLOSURE STATEMENTS**

A stated purpose of the Public Ethics Law is to assure that the impartiality and independent judgment of elected officials and employees are maintained. The Public Ethics Law provides for disclosure and standards of conduct. The financial disclosure statements are a mechanism for monitoring potential conflicts of interest and also assist in creating public confidence by showing that conflicts of interest do not exist. The information requested on the form covers areas specifically mandated by the law. The areas covered are those that in special circumstances may suggest an actual or potential conflict of interest. The conflict-of-interest sections cover ownership interests, employment, receipt of gifts, misuse of confidential information, activities of former officials, representational activities, misuse of position, and other matters.

The Charlestown Ethics Commission is required by the Code of the Town of Charlestown to review all financial disclosure statements filed under the Code. Please read the instructions carefully and be sure to supply all information requested for each interest you list on your statement. Your careful attention to submission of a complete and legible statement will make it unnecessary for the Commission to write to you later for additional information. A complete report submitted this year will make it easier for you to complete your report in future years.

Should you have any questions about the application of the Code, feel free to write for an advisory opinion (see page 2 of the General Instructions). If you need assistance in completing the form, do not hesitate to call a member of the Ethics Commission.

Financial disclosure statements are public records that may be examined or copied by the public. (Upon request, the Commission will send you the names and addresses of any persons who have examined or copied your statement).

Thank you for your cooperation.

Charlestown Ethics Commission

## GENERAL INSTRUCTIONS

### A. Persons Required to File Statements.

All Town employees in decision-making positions, elected officials, and members of Board and Commissions appointed by the Charlestown Commissioners are required to file.

### B. When to File

1. All persons required to file shall file their disclosure on or before the 31<sup>st</sup> day of January. The statement shall be for the period commencing January 1 and ending December 31 of the previous year.
2. A person who does not have a current financial disclosure statement on file and who, after January 31, is appointed to fill a vacancy in an office for which a statement must be filed, shall file a statement within 30 days after appointment to that office.
3. This paragraph applies only in an election year. Except for a person who has already filed a statement for the appropriate reporting period, a candidate for nomination for or election to Town office shall file the statement for the calendar year immediately preceding the year in which the certificate of candidacy is filed, together with that person's certificate of candidacy. If the certificate of candidacy is filed prior to January 1 of the year in which the election is held, the candidate shall, on or before the 31<sup>st</sup> day of January of the year of the election or the last day for the withdrawal of candidacy, whichever is earlier, file with the election board a supplemental statement for the calendar year immediately preceding the election. Failure to do so, after written notice at least 20 days prior to the last day for withdrawal of candidacy, shall be deemed a withdrawal of his or her candidacy.

### C. Where to File and Where to Get Forms

1. A financial disclosure statement may be acquired from and must be filed with the Charlestown Ethics Commission at the Town office.
2. This paragraph applies only in an election year. A person filing this statement as a candidate for nomination or election to office must file with the Election Board. (A form does not have to be submitted if the form for the required period is on file with the Ethics Commission and the Commission has certified this fact to the Elections Board, or if the candidate has a receipt from the Charlestown Ethics Commission indicating a report for the relevant period is on file).

D. Advisory Opinions

The Charlestown Ethics Commission will issue an advisory opinion concerning the application of the Code, including the financial disclosure provisions, at written request of any person subject to the Code or any official who supervises a person subject to the Code, and may issue an advisory opinion concerning the application of the Code at the written request of any other person. To the extent possible, a published opinion will not contain material identifying the person who is its subject. Requests for advisory opinions should be in writing and addressed to the Charlestown Ethics Commission, c/o Town Hall, PO Box 154, Charlestown, Maryland 21914.

E. General Definitions.

1. The words used in this Chapter shall have their normal accepted meanings except as set forth below:
  - A. “Business entity” means any corporation, general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit.
  - B. “Commission” means the Charlestown Ethics Commission established by the Code of the Town of Charlestown.
  - C. “Compensation” means any money or thing of value, regardless of form, received or to be received by any individual covered by this chapter from an employer for service rendered. If lobbying is only a portion of a person’s employment, “compensation” means a prorated amount based on the time devoted to other employment duties. For reporting purposes, a prorated amount shall be labeled as such.
  - D. “Doing business with” means:
    1. Having or negotiating a contract that involves the commitment (either in a single or combination of transactions) of Town or Town-controlled funds; or
    2. Being regulated by or otherwise under the authority of any entity; or
    3. Being registered as a lobbyist in accordance with this chapter.

- E. “Elected Official and/or employee” means any person elected to, appointed to, or employed by the Town or any Town agency, board, commission, or similar entity whether or not paid in whole or in part with Town funds and whether or not compensated and who has decision-making responsibility.
  
- F. “Financial interest” means:
  - 1. Ownership of any interest as the result of which the owner has received, within the past three (3) years, or is presently receiving, or in the future is entitled to receive, more than \$1,000 per year; or
  - 2. Ownership or the ownership of securities of any kind representing or convertible into ownership, of more than three (3) percent of a business entity.
  
- G. “Gift” means the transfer of anything of economic value regardless of the form without adequate and lawful consideration. “Gift” does not include the solicitation, acceptance, receipt, or regulation of political campaign contributions regulated in accordance with provisions of Article 33, sections 26-1 et. Seq., Annotated Code of Maryland, or any other provision of State or local law regulating the conduct of elections or the receipt of political campaign contributions.
  
- H. “Interest means any legal or equitable economic interest, whether or not subject to an encumbrance or a condition, which was owned or held, in whole or in part, jointly, severally, directly or indirectly. “Interest” does not include:
  - 1. An interest held in the capacity of a personal representative, agent, custodian, fiduciary, or trustee, unless the holder has an equitable interest therein;
  - 2. An interest in a time or demand deposit in a financial institution;
  - 3. An interest in an insurance or endowment policy or annuity contract under which as insurance company promises to pay a fixed number of dollars either in a lump sum or periodically for life or some other specified period; or

4. A common trust fund or a trust which forms part of pension or profit-sharing plan which has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under Sections 401 and 501 of the Internal Revenue Code of 1954.
  - I. “Person” includes an individual or business entity.
  - J. “Relative” for the purpose of these restrictions includes a public official’s father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, or any relative living under his/her roof, or listed as a dependent on Federal Income Tax Return.

The financial disclosure statement shall contain the specified interest and information if known for the calendar year for which the required statement is to be filed. If you claim not to know information that the Code requires you to disclose, state “not known” in response to that question on the statement.

Information that is in the public records or is otherwise obtainable is not “unknown” and must be reported. Please answer all questions on the disclosure form; if the answer to a question is “no” or “none”, please so indicate.



FINANCIAL DISCLOSURE STATEMENT  
For  
ELECTED OFFICIALS AND EMPLOYEES

Return To:  
CHARLESTOWN ETHICS COMMISSION  
Town Hall  
Charlestown, Maryland 21914

**PART I. IDENTIFYING INFORMATION**

---

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

REPORTING PERIOD: 01/01/2024 THROUGH 12/31/2024

**SCHEDULE A. GIFTS**

Report each gift received during the reporting period from a person doing business with or regulated by the Town or registered by the Town or registered to lobby before it. Exclude gifts from immediate family members, other children and parents, and also regulated campaign contributions.

---

<b>NATURE OF GIFT</b> If cash gift, write "cash"; Otherwise describe nature Of gift	<b>VALUE</b> Indicate dollar amount or retail value as Of receipt	<b>DATE</b> Give approximate date of receipt	<b>IDENTIFY PERSON FROM WHOM RECEIVED</b>
--	---	--	---

---

---

**SCHEDULE B. SALARIED EMPLOYMENT AND BUSINESS OWNERSHIP**

List the name and address of places of any salaried employment. Also list any business entities wholly or partly owned by the filer, his/her spouse or dependent children from which income was earned during the reporting period. However, ownership in any partly owned business entity need not be included if it has not done business with the Town during the report period.

---

Name and Address of Entity	NATURE OF ACTIVITY Employment/Ownership	Person holding interest or employment
----------------------------	--	--

---

---

**SCHEDULE C. FAMILY MEMBERS EMPLOYED BY PERSONS OR ENTITIES REGULATED BY TOWN**

List all members of the filer's family (spouse and dependent children) who were employed by any business entity having contracts with the Town during the reporting period.

---

NAME OF PERSON	RELATIONSHIP	EMPLOYER'S NAME & ADDRESS	POSITION HELD
----------------	--------------	---------------------------	---------------

---

