



**ELECTION - 2007**  
**CANDIDATE PACKET INFORMATION**  
**District 2 - Council member**

- |             |   |
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## **FILING FOR CITY ELECTION 2007**

**Primary Election: Tuesday, February 27, 2007**  
**General Election: Tuesday, April 3, 2007**

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### **TO: Candidates for Elected Office and Interested Parties**

The registered voters in District 2 of the City of Salisbury will have an opportunity in the 2007 City Election to elect three (3) council members. City of Salisbury elections are non-partisan. Candidacy is open to any person who meets the following qualifications for office:

Resided in the City of Salisbury for at least one year immediately preceding the date of election; reside in the boundaries of their respective District on the date of filing for election and will continue to reside therein during the term to which elected; at least 21 years of age; and shall be qualified registered voters of the City of Salisbury. (Salisbury Charter §SC2-2)

To be considered a candidate for council member, a Certificate of Nomination must be filed with the City Clerk on or before 4:30 p.m. on the ninth Tuesday prior to the date for the General Election (Salisbury Charter §SC6-6). The filing deadline for the 2007 City Election is 4:30 p.m., Tuesday, January 30, 2007. The filing fee is \$15.00.

**Enclosure 1**

Certificate of Nomination forms, along with other informational material, are available in the City Clerk's Office (Government Office Building - Room 305). Office hours are from 8:30 a.m. to 4:30 p.m. The information can also be obtained from the City's web site at [www.ci.salisbury.md.us](http://www.ci.salisbury.md.us).

If you have any questions, please call the Salisbury City Clerk:

Brenda J. Colegrove, CMC  
City Clerk  
125 N. Division Street, Room 305  
Salisbury, Maryland 21801-4940  
Phone: 410-548-3140 or 410-548-3780  
Fax: 410-548-3781  
E-mail: [bcolegrove@ci.salisbury.md.us](mailto:bcolegrove@ci.salisbury.md.us)

**CERTIFICATE OF NOMINATION  
to  
THE CITY OF SALISBURY**

I hereby request you to place my name on the Primary Election City Ballot, to be voted on Tuesday, February 27, 2007, for the office of **council member in District 2** of the City of Salisbury, Maryland.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

I hereby certify that I will have resided in the City of Salisbury for at least one year immediately preceding the date of election; I reside in the boundaries of my respective District on the date of filing for election and will continue to reside therein during the term to which I am elected; I am at least 21 years of age; and I am a qualified registered voter of the City of Salisbury. I am qualified to be a candidate for the office I am seeking.

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

The above certificate, together with a filing fee of \$15.00, was received by me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Brenda J. Colegrove, CMC  
City Clerk

|                           |
|---------------------------|
| ___ \$15.00 Cash          |
| ___ \$15.00 Check # _____ |

**CAMPAIGN FINANCIAL DISCLOSURE REQUIREMENTS**

**ACKNOWLEDGMENT**

I, \_\_\_\_\_, a candidate who has filed for the 2007 Primary Election for the office of council member in District 2 do hereby acknowledge that I have received a copy of Chapter 1.12 of the *Salisbury Municipal Code* relating to campaign contributions and financial disclosure statements.

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campaign financial disclosure statements are due to the City Clerk:

Tuesday, February 20, 2007 (7 days prior to the Primary Election)

Tuesday, March 27, 2007 (7 days prior to the General Election)

Friday, May 18, 2007 (45 days after the General Election)

**Chapter 1.12**

**CITY CAMPAIGN ADVERTISING AND FINANCE**

**Sections:**

- 1.12.010 Advertising.**
- 1.12.020 Books, records and receipts.**
- 1.12.030 Campaign contributions.**
- 1.12.040 Financial disclosure statements to be filed by the candidate or treasurer.**
- 1.12.050 Enforcement.**
- 1.12.060 Late filing of financial disclosure statements.**
- 1.12.070 Perjury.**
- 1.12.080 Penalty.**

**1.12.010 Advertising.**

A. A person, candidate, campaign manager, treasurer, partisan organization or political committee, including political clubs, or party committee may not expend any money for printing, publication or broadcasting of any political matter whatsoever, unless the matter purports on its face to be paid political advertisement and printed, published or broadcast by authority of the person, campaign manager or treasurer for the named candidate, partisan organization, party committee or political committee, including political clubs.

B. Requirements of Subsection A of this section shall not apply to any individual publishing or distributing campaign literature promoting passage or defeat of any principle or a proposition submitted to a vote at any city election, provided that such campaign literature is published and distributed independent of, and not in coordination with, any campaign, committee or other entity. (Ord. 1749 (part), 200)

**1.12.020 Books, records and receipts.**

A. Every candidate for the office of mayor or city council for the city shall appoint a treasurer who shall have the responsibility of maintaining detailed, full and accurate accounts in a proper book or books to be called "account books." The account books shall contain a detailed record of contributions, monies, loans (including personal contributions, loans and monies) or valuable things received, including the date each contribution was received and the name and address of each contributor. The account books shall also contain a detailed record of all disbursements made by the candidate or his or her representative acting on his or her behalf.

B. Account books shall be maintained by the candidate or his or her representatives for at least one year following the date of the general election. (Ord. 1749 (part), 2000)

**1.12.030 Campaign contributions.**

A. No candidate for mayor or for member of the city council shall receive campaign contributions in excess of two hundred fifty dollars (\$250.00) per individual or entity per campaign in cash and/or in-kind services of a commercial nature. The two hundred fifty dollar (\$250.00) amount is a total for both the primary and general election.

B. The contributions or loans of a candidate or the candidate's spouse to the candidate's own campaign are not subject to the limitations of Subsections A and C of this section, but must

pass through the hands of the candidate's treasurer and be reported as required in other provisions of this chapter. Personal expenses of the candidate for filing fees, telegrams, telephoning, travel and board, shall not be considered contributions if paid for by the candidate or the candidate's spouse.

C. No loan may be made to the campaign of a candidate or accepted on behalf of the campaign, without express written consent of the candidate. Written consent constitutes the personal guaranty of the candidate for repayment of the loan, only if it expressly so provides. The aggregate amount of all outstanding loans to the campaign of a candidate shall not exceed five hundred dollars (\$500.00) for both the primary and general election. A loan shall not be forgiven in an amount in excess of two hundred fifty dollars (\$250.00). Subsection B of this section is an exclusion to the requirements of this subsection.

D. Contributions of such in-kind services of a commercial nature shall be valued at a rate commensurate with the cost of purchasing similar materials or services.

E. All campaign contributions shall be received by the date of the general election. Any campaign contributions received after the date of the general election shall be returned to the contributor. (Ord. 1749 (part), 2000)

**1.12.040 Financial disclosure statements to be filed by the candidate or treasurer.**

A. The candidate and/or treasurer shall file a complete and accurate financial disclosure statement detailing the contents of the account books no later than seven days prior to the primary election and seven days prior to the general election. The financial disclosure statement shall include, but not be limited to, the name, address, amount of contribution and the date all contributions were received. Contributions of in-kind materials or services shall be valued as stated in Section 1.12.020(B). Each financial disclosure statement filed shall also contain a full and complete record of expenses and list any expenses incurred by not yet paid.

B. A final financial disclosure statement shall be filed no later than forty-five (45) days after the date of the general election. After payment of all campaign expenditures, any surplus funds shall be paid by the treasurer to either: (1) the city of Salisbury to help defray the expenses of the election; (2) a charitable organization as defined in the Annotated Code of Maryland, Business Regulation Article, Title 6 as amended from time-to-time; or (3) a political club, committee, or party of the candidate's choice.

C. No financial disclosure statements shall be required if the contributions received total less than six hundred dollars (\$600.00) for the primary and general elections; however, a statement under oath shall be filed by the candidate and treasurer that no financial disclosure statement is required pursuant to this section. Such statement, if applicable, shall be filed seven days prior to the primary election and seven days prior to the general election.

D. Each financial disclosure statement shall include a representation certifying under oath that the contents of the statement are true and correct and shall be signed by the candidate and treasurer.

E. The foregoing provisions shall also apply to unsuccessful candidates. (Ord. 1749 (part), 2000)

**1.12.050 Enforcement.**

It shall be the duty of the city election board to enforce this chapter and to ensure that it is complied with by all candidates for city office. (Ord. 1749 (part), 2000)

**1.12.060 Late filing of financial disclosure statements.**

A. There shall be a late filing fee for each financial disclosure statement which is not filed within the time prescribed. The fine shall be twenty dollars (\$20.00) per day for the first five days and ten dollars (\$10.00) per day thereafter for each date that the report is overdue. The maximum fine to apply to any one report shall be two hundred fifty dollars (\$250.00). Weekends and holidays shall be excluded in the above time computations.

B. Any fines assessed pursuant to this chapter shall be the personal responsibility of the candidate and treasurer and may not be paid for by using campaign funds. (Ord. 1749 (part), 2000)

**1.12.070 Perjury.**

Any willfully false, fraudulent or misleading statement or entry made by any candidate or treasurer in any statement or account under oath required by this chapter shall constitute the crime of perjury and shall be punishable by such according to the laws of this state. (Ord. 1749 (part), 2000)

**1.12.080 Penalty.**

The penalty for violation of this chapter, except for late filing as provided for above, shall be a fine of up to four hundred dollars (\$400.00) as determined by the city election board. (Ord. 1749 (part), 2000)

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As defined by the *Annotated Code of Maryland, Business Regulation Article, Title 6*

(1) Charitable organization means:

(I) a person that:

1. is or holds itself out to be benevolent, educational, eleemosynary, humane, patriotic, philanthropic, or religious organization; and

2. solicits or receives charitable contributions from the public; or

(ii) an ambulance, fire fighting, fraternal, rescue, or police or other law enforcement organization when it solicits charitable contributions from the public.

(2) Charitable organization includes an area, branch, chapter, office or similar affiliate that solicits charitable contributions from the public within the State for a charitable organization that is organized or has its principal place of business outside the State.

(3) Charitable organization does not include:

(i) an agency of the State government or of a political subdivision; or

(ii) a political club, committee, or party.







**ACCOUNT BOOKS  
CAMPAIGN FINANCIAL DISCLOSURE STATEMENT**

Candidate for City Council:

\_\_\_\_\_

Treasurer: \_\_\_\_\_

Statement as of: \_\_\_\_\_

We hereby certify that this Financial Disclosure Statement is true and correct to the best of our knowledge and belief.

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

**GENERAL INFORMATION  
CITY OF SALISBURY ELECTION  
2007**

**Primary Election: Tuesday, February 27, 2007**

**General Election: Tuesday, April 3, 2007**

The City of Salisbury's registered voters in District 2 will cast their ballots for three (3) council members. The terms of office for Council members Lynn B. Cathcart, Gary A. Comegys and Michael P. Dunn will expire in April 2007. City Elections are non-partisan.

For information on voter registration, absentee ballots or obtaining a certified list of voters, please contact the Wicomico County Board of Elections Office at 410-548-4830.

**Polling Locations**

Polls are open from 7:00 a.m. to 7:00 p.m. on election day. Call the Wicomico County Board of Elections Office (410-548-4830) if you are unsure of your polling location.

**Political Campaign Signs**

City of Salisbury Zoning Code, Section 17.216.200B.11.

One or more political campaign signs which, in aggregate, do not exceed a total of thirty-two (32) square feet in area, set back at least fifteen (15) feet from the curblin, on any privately owned lot, except where a building is located less than fifteen (15) feet from the curblin and, in that event, the setback is the lesser of fifteen (15) feet or the distance between the building and the curblin.

**City of Salisbury  
Board of Elections Supervisors**

William H. Smith

Charletta House

Elliott Neal White

Staff contact/support

Brenda J. Colegrove, City Clerk

410-548-3140

[bcolegrove@ci.salisbury.md.us](mailto:bcolegrove@ci.salisbury.md.us)

**City of Salisbury - Voter Turnout Percentages**

| <b>Election Year</b>                              | <b>Registered Voters</b> | <b>Number Voted</b> | <b>Percentages</b> |
|---|--------------------------|---------------------|--------------------|
| 2005 - General/District 1                         | 1,618                    | 203                 | 12.5%              |
| 2005 - General/District 2                         | 9,285                    | 1,757               | 18.9%              |
| 2005 - Primary/District 1                         | 1,735                    | 49                  | 2.8%               |
| 2005 - Primary/District 2                         | 9,589                    | 750                 | 7.8%               |
| 2003 - General/District 2                         | 8,445                    | 2,409               | 28.5%              |
| 2003 - Primary/District 2                         | 8,625                    | 2,075               | 24.1%              |
| 2002 - General/District 1                         | 1,591                    | 396                 | 24.9%              |
| 2002 - General/District 2                         | 7,928                    | 3,079               | 38.8%              |
| 2002 - Primary/District 2                         | 8,116                    | 1,477               | 18.2%              |
| 2000 - General/District 1<br>Voted Questions Only | 1,506                    | 165                 | 10.9%              |
| 2000 - General/District 2                         | 7,538                    | 2,228               | 29.5%              |
| 2000 - Primary/District 2                         | 7,538                    | 1,503               | 19.9%              |
| 1998 - General/District 1                         | 1,969                    | 317                 | 16.1%              |
| 1998 - General/District 2                         | 9,206                    | 2,633               | 28.6%              |
| 1998 - Primary/District 1                         | 1,969                    | 255                 | 12.9%              |
| 1998 - Primary/District 2                         | 9,206                    | 2,130               | 23.1%              |
| 1996 - General/District 2                         | 8,135                    | 1,740               | 21.4%              |
| 1996 - Primary/District 2                         | 8,135                    | 1,561               | 19.2%              |
| 1994 - General/District 1                         | 1,345                    | 191                 | 14.2%              |
| 1994 - General/District 2                         | 7,469                    | 2,328               | 31.2%              |
| 1994 - Primary/District 1                         | 1,264                    | 290                 | 22.9%              |
| 1994 - Primary/District 2                         | 6,789                    | 1,856               | 27.3%              |
| 1992 - General/District 2                         | 7,059                    | 1,940               | 27.5%              |
| 1992 - Primary/District 2                         | 7,068                    | 1,045               | 14.8%              |
| 1990 - General/District 1                         | 1,040                    | 109                 | 10.5%              |
| 1990 - General/District 2                         | 7,393                    | 1,354               | 18.3%              |

1996 - First non-partisan election

1990 - District 1 and District 2 Councilmanic voting began

Revised 1/22/07

**CITY OF SALISBURY  
2007 ELECTION CALENDAR**

|                        |  |
|------------------------|--|
| December 2006          | Board of Elections Office appoints election judges   |
| Tuesday, January 30    | 4:30 p.m. filing deadline – City Clerk’s Office  |
| Wednesday, January 31  | City Clerk provides final list of candidates to Elections Office   |
| Friday, February 2     | DESI prints Primary Election absentee ballots  |
| Tuesday, February 6    | 9:00 p.m. – deadline to register to vote in City Primary   |
| Monday, February 12    | Primary Election absentee ballots mailed out<br>9:00 a.m. – Logic and Accuracy testing conducted at the Board of Elections,<br>123 Bateman Street (City Election Board attends)  |
| Tuesday, February 13   | City Clerk gives notice by publication in Daily Times of time and place of holding<br>Primary Election   |
| Friday, February 16    | 10:00 a.m. – public demonstration of equipment at the Board of Elections,<br>123 Bateman Street (City Election Board attends)  |
| Tuesday, February 20   | 4:30 p.m. – deadline to request an absentee ballot by mail<br>4:30 p.m. -- Candidates’ campaign financial disclosures due to City Clerk<br>6:00 – 9:00 p.m. – Election Judge training conducted at the Board of<br>Elections, 123 Bateman Street<br>11:59 p.m. – deadline to request an absentee ballot by FAX |
| Monday, February 26    | Equipment delivered; polling places set-up   |
| Tuesday, February 27   | <b>Primary Election</b> – 7:00 a.m. – 7:00 p.m.<br>7:30 p.m. – results tabulated at the Board of Elections<br>(City Election Board oversees process)   |
| Thursday, March 1      | 10:00 a.m. – absentee canvass for Primary conducted at the Board of Elections,<br>123 Bateman Street<br>Board of Elections certifies Primary results   |
| Friday, March 2        | Board of Elections finalizes General Election database<br>DESI prints General election absentee ballots  |
| Monday, March 12       | Registration re-opens  |
| Tuesday, March 13      | 9:00 p.m. – deadline to register to vote in City General Election  |
| Monday, March 19       | General Election absentee ballots mailed out<br>9:00 a.m. – Logic and Accuracy testing conducted at the Board of Elections,<br>123 Bateman Street (City election Board attends)  |
| Friday, March 23       | 10:00 a.m. – public demonstration of equipment at the Board of<br>Elections, 123 Bateman Street (City Election Board attends)<br>City Clerk gives notice in Daily Times of time and place of holding<br>the General Election   |
| Tuesday, March 27      | 4:30 p.m. – deadline to request an absentee ballot by mail<br>4:30 p.m. – Candidates’ campaign financial disclosures due to City Clerk<br>11:59 p.m. – deadline to request an absentee ballot by FAX   |
| Monday, April 2        | Equipment delivered; polling places set-up   |
| Tuesday, April 3       | <b>General Election</b> – 7:00 a.m. – 7:00 p.m.<br>7:30 p.m. results tabulated at the Board of Elections<br>(City Election Board oversees the process)   |
| Thursday, April 5      | 10:00 a.m. – absentee canvass for General Election conducted at the Board of<br>Elections, 123 Bateman Street<br>Board of Elections certifies General Election results   |
| Monday, April 16, 2007 | 6:00 p.m. – Swearing in ceremony of newly elected Council members  |
| Friday, May 18, 2007   | 4:30 p.m. – Final candidates’ campaign financial disclosures due to City Clerk   |

## ARTICLE II The Council

### § SC2-1. Number; selection; term.

All legislative powers of the city shall be vested in a Council of five (5) members who shall be elected as hereinafter provided and who shall hold office for a term of four (4) years or until their successors are duly elected and qualified. The regular term of Councilmen shall expire on the second Monday after the election of their successors. Councilmen holding office on January 1, 1952, shall continue to hold office for the term for which they have been elected. Their successors shall be elected for such terms as provided in § SC6-9 of this Charter. [1959 Code, sec. 286. 1951, ch. 534, sec. 6]

### § SC2-2. Qualifications.

Councilmembers shall have resided in Salisbury for at least one (1) year immediately preceding their election and the Councilmember from District 1 and the Councilmembers from District 2 shall reside in the boundaries of their respective District on the date of filing for election and must continue to reside therein during the term to which they are elected, must be at least twenty-one (21) years of age and shall be qualified registered voters of the city. The Board of Supervisors of Elections shall be the judge of the qualifications of candidates for City Council. [1959 Code, sec. 287. 1951, ch. 534, sec. 8] [Amended 7-12-65 by Res. No. 59\*; 11-12-73 by Res. No. 172\*\*; 12-14-81 by Res. No. 232; 11-8-93 by Res. No. 441]

\* Editor's Note: The preamble to Res. No. 59, adopted 7-12-65, was as follows:

"Whereas, the present salary rates of councilmen and the mayor as compensation for their services were established in Sections 8 and 22 respectively of the Charter of the City of Salisbury over thirteen years ago; and

"Whereas, during such period of time the volume and complexity of the City's business and affairs has increased greatly, and such increase is continuing, with the result that the City's demands on the councilmen and the mayor for their services and time have increased substantially and are likely to continue to increase; and

"Whereas, the rates of compensation for personal services of all kinds in the community have increased greatly during the same period; and

"Whereas, in the judgment of the Council it is both proper and equitable that the salaries aforementioned be increased to reflect the trend of the times and especially in view of the ever-increasing demand on their time in attending to matters of public business."

\*\* Editor's Note: The preamble to Res. No. 172, adopted 11-12-73, was as follows:

"WHEREAS, the present salary rates of Councilmen and the Mayor as compensation for their services were established in Sections 8 and 22 respectively of the Charter of the City of Salisbury over five years ago; and

"WHEREAS, during such period of time the volume and complexity of the City's affairs has increased greatly, and such increase is continuing, with the result that the City's demands on the Councilmen and the Mayor for their services and time have increased substantially and are likely to continue to increase; and

"WHEREAS, the rates of compensation for personal services of all kinds in the community have increased greatly during the same period; and

"WHEREAS, in the judgment of the Council it is both proper and equitable that the salaries aforementioned be increased to reflect the trend of the times and especially in view of the ever-increasing demand on their time in attending to matters of public business."

### § SC2-3. Salary.

The President of the Council shall receive a salary of three hundred seventy-five dollars (\$375.) per month and each of the Councilmembers shall receive three hundred thirty-three dollars and thirty-three cents (\$333.33) per month. A Salary Review Committee comprised of five (5) members to be appointed by the Mayor is hereby created to review salaries of Councilmembers. The Committee shall make a written recommendation to the City Council by February 1st prior to the next election for

Enclosure 7

Councilmembers, with salaries to be effective in the fiscal year after the Councilmembers' current

terms expire. Salary recommendations shall be considered by the City Council and salary shall be set forth and adopted in an Ordinance passed by the City Council. Thereafter, a Salary Review Committee shall be appointed by the Mayor every four (4) years to perform the task set forth herein with salaries to be established by the City Council by Ordinance. Nothing herein shall permit salaries to be changed to be effective during the term for which a Councilmember is then serving. The Committee established herein shall be the same Committee established for a similar review of the salary of the Mayor. [1959 Code, sec. 288. 1951, ch. 534, sec. 8] [Amended 7-12-65 by Res. No. 59\*; 11-12-73 by Res. No. 172\*\*; 12-14-81 by Res. No. 232; 11-8-93 by Res. No. 439]

\* Editor's Note: See Section SC2-2 Editor's Note.

\*\* Editor's Note: See Section SC2-2 Editor's Note.

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**NOTE: Salaries of the Council were changed by Ordinance No. 1981 on April 11, 2005. Effective July 1, 2007, the Council President receives \$12,000 per year and the other Council members \$10,000 per year.**

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**§ SC2-4. Meetings.**

The newly elected Council shall meet on the second Monday evening following its election for the purpose of organization, after which the Council shall meet regularly at such times as may be prescribed by its rules but not less frequently than twice a month, except the Council may meet once during the months of June, July, August and December. Special meetings may be called in writing by the Mayor or by a majority of the members of the Council as often as necessary for the transaction of business. [1959 Code, sec. 289. 1951, ch. 534, sec. 9] [Amended 12-13-99 by Res. No. 684; 1-24-05 by Res. 1186]

**§ SC2-5. Quorum.**

A majority of the Council shall constitute a quorum for the transaction of business, and a majority of those present shall decide any question unless otherwise provided in this Charter. [1959 Code, sec. 290. 1951, ch. 534, sec. 10]

**§ SC2-6. Procedure.**

The Council shall organize by electing a permanent President and Vice-President of the Council. If the President is absent, the Vice-President shall preside at such meeting. The Council shall determine its own rules and order of business. It shall keep a journal of its proceedings, and the journal shall be open to public inspection. [Repealed and reenacted 12-28-98 by Res. No. 622]

**§ SC2-7. Vacancies.**

Vacancies in the Council shall be filled as provided in § SC6-12 of this Charter. [1959 Code, sec. 292. 1951, ch. 534, sec. 12]

**§ SC2-8. Departments.**

The Council by ordinance may create, change and abolish offices, departments or agencies, other than the offices, departments and agencies established by this Charter. The Council by ordinance may assign additional functions or duties to offices, departments or agencies established by this Charter, but may not discontinue or assign to any other office, department or agency any function or duty assigned by this Charter to a particular office, department or agency. [1959 Code, sec. 293. 1951, ch. 534, sec. 13]

**§ SC2-9. Salaries of officers and employees.**

The Council shall fix the salaries of all employees and appointees of the City of Salisbury, including the salaries of all heads of offices, departments or agencies, but not including the salary of the Mayor or Councilmen or other elected officials. [1959 Code, sec. 294. 1951, ch. 534, sec. 14]

**§ SC2-10. Procedure for discharge of certain department heads.**

All department heads shall serve during good behavior and shall be dischargeable only for cause. "Cause" is hereby defined to mean either incompetency, inefficiency; neglect of duty; malfeasance, misfeasance; insubordination; habits or traits of character which render retention in employment to be against the public interests; material violation of the City's drug and/or alcohol use policies as established from time to time; a continuing mental or physical disability of such a nature as to prevent adequate performance of duties (subject to applicable federal or state laws prohibiting discrimination against disabled individuals); or any conduct tending to prejudice good government or tending to bring the City, or any agency thereof, into public disrepute.

If the Mayor decides that a department head should be terminated, then the Mayor shall serve a written notice upon the department head at least thirty (30) days in advance of the intended termination date. The written notice shall set forth a brief summary of the cause or causes upon which such termination is based. Within five (5) days after receipt of such notice, the department head may elect to have a hearing on such termination by serving a written notice of such election upon the City Administrator, in which event the department head's termination shall be deferred until a decision is rendered in connection with the hearing. A hearing before the Mayor and City Council will then be scheduled within twenty (20) days from the date of service of notice of the election by the department head. The hearing shall be closed to the public and be conducted in accordance with such rules and procedures as may be proposed by the Mayor and adopted by the Council, from time to time. Sworn testimony may be provided at that time.

After the conclusion of the hearing, the Mayor and Council may privately deliberate before rendering a decision; provided however, that a written decision must be rendered within five (5) days from the conclusion of the hearing. In order to uphold the termination of the department head, the vote of the Mayor and at least three (3) votes of the Council must be in favor of termination.

The Mayor shall have the power to suspend without pay any department head upon whom a notice of termination has been served pending the outcome of the termination hearing before the Mayor and Council. If the termination is not upheld, nothing herein shall prevent the Mayor from taking other disciplinary action with respect to the department head. [1959 Code, sec. 295] [Added 9-9-57 by Ord. No. 765A as sec. 14A; Amended 5-23-05 by Res. 1247]

**§ SC2-11. Ordinances.**

When any ordinance is introduced for passage by the Council, it shall be read but not passed at the meeting at which it is introduced. As soon thereafter as conveniently may be, a statement of the substance of the ordinance shall be published by posting the same at some public place in the City of Salisbury (or by printing the same in some newspaper of general circulation printed in the City of Salisbury). At any regular or special meeting of the Council held not more than sixty (60) nor less than six (6) days after the meeting at which the ordinance was introduced and first read, the ordinance shall be read for a second time and passed, or amended and passed, or rejected, or its consideration deferred to some specified future date by the Council, provided that no ordinance shall be passed until it has been published as required by this section for at least five (5) days. [1959 Code, sec. 296. 1951,

ch. 534, sec. 15]

**§ SC2-12. Veto.**

All ordinances and bylaws passed by the Council shall be delivered by the City Clerk at once, or as soon as conveniently may be, to the Mayor for his approval. The Mayor shall return the same to the city clerk within six days after delivery to him (inclusive of the day of delivery and of return) with his approval or disapproval. Any ordinance or bylaw returned by the Mayor without his approval shall not become a law unless subsequently passed at a meeting by four-fifths of the whole Council within twenty (20) days from the time of the return of the ordinance. If the Mayor fails to return the ordinance or bylaw within six days of its delivery as aforesaid, then the ordinance or bylaw shall become a law without his approval. [1959 Code, sec. 297. 1951, ch. 534, sec. 16][Amended 3-11-02 by Res. No. 823; 6-27-02 by Res. No. 853]

**§ SC2-13. File of ordinances.**

Ordinances, when passed and approved by the Mayor or when passed over his veto, shall be permanently filed by the City Clerk in a book or books kept for that purpose. [1959 Code, sec. 298. 1951, ch. 534, sec. 17]

**§ SC2-14. Ordinances to be delivered to People's Court.**

The City Clerk shall deliver to the Judge of the People's Court of Wicomico County a certified copy of all ordinances for the violation of which the Judge may impose a fine or imprisonment, or both, or other punishment. The Judge shall take judicial notice of all ordinances so certified to him and of the due passage thereof. [1959 Code, sec. 299. 1951, ch. 534, sec. 18]

**§ SC2-15. General powers.**

The Council shall have the power to pass all such bylaws and ordinances not contrary to the Constitution, the laws of Maryland or this Charter, as it may deem necessary for the good government of the city; for the protection and preservation of the city's property, rights and privileges; for the preservation of peace and good order and for securing persons and property from violence, danger or destruction; and for the protection of the health, comfort and convenience of the residents of Salisbury and visitors thereto and sojourners therein. [1959 Code, sec. 300. 1951, ch. 534, sec. 19][Amended 4-30-01 by Res. No. 824; 6-27-02 by Res. No. 854]

**§ SC2-16. Referendum.**

If, before the expiration of twenty (20) calendar days following the approval of any ordinance or resolution by the Mayor or passage of any ordinance or resolution over the Mayor's veto, a petition is filed with the City Clerk containing not less than twenty percent (20%) of the qualified registered votes of the City of Salisbury requesting that the ordinance or resolution, or any part thereof, be submitted to a vote of the qualified voters of the City of Salisbury for their approval or disapproval, the Council shall have the ordinance or resolution, or part thereof requested for referendum, placed on the ballot of the next regularly scheduled election, or at a special election for the sole purpose of the referendum if the Council deems such a special election warranted. Moreover, the Council, if it so chooses, may pass legislation subject to a referendum which will necessitate a vote to approve or disapprove the legislation prior to its enactment as valid law. Additionally, no ordinance or resolution shall become effective following the receipt of a petition set forth herein until and unless approved at the election by a majority (more than 50%) of the electorate participating in the voting on the question. However, the Council, as a stated purpose, may designate an ordinance or resolution to be emergency legislation which shall become effective at approval by the Mayor or upon passage by the Council over Mayor's veto for a period of sixty (60) days following the receipt of a petition as set forth above. If such emergency legislation has not been submitted to the qualified voters within sixty (60) days following the receipt of the petition, the operation of the ordinance or resolution, or part

thereof requested for referendum, shall be suspended until approved by a majority (more than 50%) of the electorate participating in the election on the question. Nothing herein shall permit the electorate to petition for referendum regarding any of the following: (1) the budget ordinance; (2) the assessment of taxes; (3) the issuance of bonds; (4) the levying of taxes to retire public indebtedness; and (5) the levying of special assessments. However, the Council may, at its discretion, submit any of the referenced issues to the public by express grant at the time of the passage of the Ordinance. [Added 11-8-93 by Res. No. 437]



**ELECTED OFFICIALS  
REQUIRED PARTICIPATION  
IN THE  
STATE RETIREMENT AND PENSION SYSTEM OF MARYLAND**

The City of Salisbury participates in the State Retirement and Pension System of Maryland.

Elected officials **will be enrolled** in the Alternate Contributory Pension Selection Plan and **will be required to contribute 3% of their annual compensation; 4% beginning July 1, 2007; and 5% beginning July 1, 2008.** The contributions are automatically deducted from your paycheck.

# Media Do's

## **Before an interview:**

- **Do** ask the reporter's name and media outlet.
- **Do** ask what the story is about.
- **Do** plan your answers . . . if you have time to prepare.
- **Do** call back if you need time to think or find out additional information.
- **Do** let concerned people know about requests and what information you have given out.

## **During an interview:**

- **Do** think about your answers before speaking if you are not sure what to say.
- **Do** answer questions honestly.
- **Do** talk about what you know.
- **Do** say "I don't know" if you need to.
- **Do** ask the reporter to repeat confusing questions. Always restate questions when you are answering.
- **Do** stop talking when you've made your point.

**Enclosure 9**

## **Media Don'ts**

- **Don't** agree to talk with a reporter and then bail out. You will look afraid or evasive.
- **Don't** agree to talk with a reporter if you don't feel comfortable about the subject.
- **Don't** talk if you don't know. Try and find someone who can answer.
- **Don't** guess.
- **Don't** say anything you wouldn't want to see in print or on television.
- **Don't** ever lie to a reporter!

## **Final Words**

- Never say "no comment." It makes you sound guilty and/or defensive.
- Stick to the facts. It is difficult to argue with facts.
- Double check all statistics.
- Don't give opinions, yours or anyone else's. They will always come back to haunt you.
- Even "off the record" comments can end up in print. Don't talk "off the record."

# TV Interview Tips

- Make sure you turn off cell phones, pagers, etc., before the interview starts.
- Talk to the interviewer, not the camera.
- Always maintain eye contact with the host or your fellow panelists.
- Let the interviewer finish each question before you begin answering.
- Speak in “sound bites” – be able to state positive points in 15 seconds or less.
- Put your positive message up front.
- If seated, sit well back in your chair, lean slightly forward, and use your hands to gesture.
- Remember modesty. **Men:** Don't fold your hands in your lap. Don't rest one leg on top of the other and show the hole in the bottom of your shoe. **Women:** Cross legs at your feet or hold your legs together.
- When the engineer asks for a sound level, state your name, spell your name, give your title and the subject of the interview.
- If there is a microphone or a television camera in the room, assume that the tape is always running. Don't say anything you wouldn't want to be broadcast on television or radio.
- Remember to smile and be likeable.
- Appearance is important. Take the time to comb hair, straighten clothes, freshen up.

# Dressing for Television

- Don't wear anything distracting.
- Don't wear white. It's hard on the TV camera.
- Don't wear large or flashy jewelry.
- Don't wear sun-sensor glasses.
- If you wear glasses and do a lot of TV interviews, consider getting glare-resistant glasses.

## Men

- Don't wear loud plaids or bright colors.
- Wear conservative colors, preferably blue or gray.
- Don't button your coat if it strains the fit.
- Wear a pale blue or pastel long-sleeved shirt.
- Wear a subdued tie, no wild prints.
- Make sure your shoes are polished. Best colors are black or brown. No boots.
- Wear black or blue socks that come to the calf.
- Don't wear a lot of jewelry.
- Watch out for a shiny forehead or five o'clock shadow.

## Women

- Wear a suit or dress with sleeves, no flashy prints or frills. The best colors for women are blue, gray, green and purple.
- Avoid red, white, black, yellow or brown.
- Wear a discreet neckline.
- Wear natural colored hose.
- Avoid "high" high heels.

## **Mannerisms to Avoid During a Television Interview**

- Frowning
- Looking down
- Twisting a coat button
- Gripping or rubbing hands
- Moving hands to face or running hands through hair
- Scratching head
- Adjusting necktie
- Fiddling with ring or watch
- Twiddling fingers
- Playing with pen
- Poor posture
- Clearing throat repeatedly
- Using too many “Uhs”
- Shifting position dramatically

Source: Information provided from International Institute of Municipal Clerks Region II  
Conference workshop – “Working with the Press and How to Survive an Interview”