



MAYOR AND COUNCIL

Meeting No. 11-26
Monday, April 27, 2026 - 6:30 PM

AGENDA

Agenda item times are estimates only. Items may be considered at times other than those indicated.

Ways to Participate

If you require a reasonable accommodation, for community forum or a public hearing and need reasonable accommodations, please contact the City Clerk's Office by the Wednesday before the Monday meeting at 240-314-8280 or cityclerk@rockvillemd.gov or by filling this form: <https://www.rockvillemd.gov/services/request-a-reasonable-accommodation/>

Translation Assistance

If you wish to participate in person at a Mayor and Council meeting during community forum or a public hearing and may need translation assistance in a language other than English, please contact the City Clerk's Office by the Wednesday before the Monday meeting at 240-314-8280, or cityclerk@rockvillemd.gov, or by using this form: <https://www.rockvillemd.gov/services/participate-in-a-community-forum/>

In-Person Attendance

Community members attending in-person who wish to speak during Community Forum, or a Public Hearing, should sign up using the form at the entrance to the Mayor and Council Chamber. In-person speakers will be called upon in the order they are signed to speak and before virtual speakers.

Note: In-Person Speakers will be called upon to speak before those who have signed up to speak virtually for Community Forum and Public Hearings.

Viewing Mayor and Council Meetings

The Mayor and Council are conducting hybrid meetings. The virtual meetings can be viewed on Rockville 11, Comcast, Verizon cable channel 11, livestreamed at www.rockvillemd.gov/rockville11, and available a day after each meeting at www.rockvillemd.gov/videoondemand.

Participating in Community Forum & Public Hearings:

If you wish to submit comments in writing for Community Forum or Public Hearings:

- Please email the comments to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the date of the meeting.

If you wish to participate in-person or virtually in Community Forum or Public Hearings during the live Mayor and Council meeting:

1. Send your Name, Phone number, For Community Forum and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov or <https://www.rockvillemd.gov/services/participate-in-a-community-forum/> no later than 10:00 am on the day of the meeting. Each speaker will receive 3 minutes.
2. Send your Name, Phone number, the Public Hearing Topic and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov or <https://www.rockvillemd.gov/services/participate-in-a-public-hearing/> no later than 10:00 am on the day of the meeting.
3. On the day of the meeting, you will receive a confirmation email with further details, and two Webex invitations: 1) Optional Webex Orientation Question and Answer Session and 2) Mayor & Council Meeting Invitation.
4. Plan to join the meeting no later than approximately 20 minutes before the actual meeting start time.
5. Read for <https://www.rockvillemd.gov/DocumentCenter/View/38725/Public-Meetings-on-Webex> meeting tips and instructions on joining a Webex meeting (either by computer or phone).
6. If joining by computer, Conduct a WebEx test: <https://www.webex.com/test-meeting.html> prior to signing up to join the meeting to ensure your equipment will work as expected.

Participating in Mayor and Council Drop-In (Mayor Ashton and Councilmember Myles)

The next scheduled Drop-In Session will be held by phone or in-person on Monday, May 11 from 5:15-6:15 pm with Mayor Ashton and Councilmember Myles. Please sign up by 10 am on the meeting day using the form at:

<https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227>

1. **Convene - 6:30 PM**
2. **Pledge of Allegiance**
3. **Proclamation and Recognition - NONE**
4. **Agenda Review - 6:35 PM**
5. **City Manager's Report - 6:40 PM**
6. **Boards and Commissions Appointments and Reappointments - 6:50 PM**
 - A. Board and Commission Appointment and Reappointment
7. **Community Forum - 7:00 PM**
8. **Special Presentations - 7:20 PM**

- A. Presentation on Climate Action Plan and Electric Vehicle Readiness Plan Annual Report

9. Consent Agenda - 7:40 PM

10. Public Hearing - NONE

11. Action Items - 7:45 PM

- A. Introduction of an Ordinance to repeal and reenact City Code Chapter 8 of the Rockville Election Code Entitled "Elections"

12. Worksession - 7:55 PM

- A. Discussion on the Proposed Draft City Election Code - Chapter 8

13. Mock Agenda - 8:55 PM

- A. Mock Agenda

14. Old / New Business - 9:00 PM

15. Adjournment - 9:15 PM



MAYOR AND COUNCIL Meeting Date: April 27, 2026
Agenda Item Type: APPOINTMENTS & REAPPOINTMENTS
Department: CITY CLERK/DIRECTOR OF COUNCIL OPERATIONS OFFICE
Responsible Staff: VERONICA MITCHELL

Subject

Board and Commission Appointment and Reappointment

Recommendation

The Mayor put forth the following nomination for membership to the Boards and Commissions for confirmation by Councilmembers.

Cultural Arts Commission

Anika Vartan- new appointment to serve a three-year term until March 1, 2027.

Emily Fucello- new appointment to serve an expiring three-year term until March 1, 2028.

Jerry Callistein- new appointment to serve an expiring three-year term until February 1, 2028.

Molly Scott- new appointment to serve an expiring three-year term until February 1, 2027.

Financial Advisory Board

Jack Kelly-reappointment to serve a three-year term until June 1, 2029

Jocelyn Fortis- new appointment to serve an expiring three-year term until February 1, 2027.

Rockville Housing Enterprise

Megan Meekin- new appointment to serve an expiring three-year term until April 1, 2027.

Attachments



MAYOR AND COUNCIL Meeting Date: April 27, 2026
Agenda Item Type: PRESENTATION
Department: PW - ENVIRONMENTAL MANAGEMENT
Responsible Staff: AMANDA CAMPBELL

Subject

Presentation on Climate Action Plan and Electric Vehicle Readiness Plan Annual Report

Department

PW - Environmental Management

Recommendation

Staff recommends that the Mayor and Council receive the presentation on the Climate Action Plan/EV Readiness Plan 2025 Annual Report (Attachment 1).

Discussion

This is the fourth annual report for the Mayor and Council following the adoption of the Climate Action Plan (CAP) on January 10, 2022, and the first annual report following the adoption of the Electric Vehicle Readiness Plan (EVRP) on March 24, 2025. The reporting process is integrated due to shared goals and initiatives.

The annual report fulfills CAP Action C-26 and EVRP Action 4.2.1 to track and report progress to foster public transparency and accountability. The 2025 annual report provides detailed action-level summaries of progress for calendar year 2025, including potential issues, next steps, equity considerations, grants, and performance metrics, when available. The report is presented on two platforms to improve public access:

- Written reports that summarize 2025 accomplishments and action status updates (Attachment 2- CAP and Attachment 3-EVRP).
- Online dashboards posted on the “Results Rockville” framework to communicate performance, accountability, transparency, and strategic work. The dashboards are updated annually to provide interactive and accessible content to the community to show the status and details of work in progress for each action in the plans.
 - Climate Action Plan online dashboard
(<https://performance.envisio.com/dashboard/rockvillemd3023>).
 - EV Readiness Plan online dashboard
(<https://performance.envisio.com/dashboard/rockvillemd4767>).

Background

The Mayor and Council adopted Rockville's first **Climate Action Plan (CAP)** to chart a path to reduce greenhouse gases, build resiliency, and incorporate equity in public engagement and oversight. The CAP sets a goal to reduce greenhouse gas emissions by at least 50 percent (from 2005) by 2030 and approach carbon neutrality by 2050. Since the plan's adoption, the Maryland General Assembly established a more ambitious goal to reduce greenhouse gas emissions by 60 percent (from 2006) by 2031 and net zero by 2045.

Rockville's CAP comprises 42 current actions and 8 actions for future monitoring in categories involving energy efficiency, renewable energy, transportation, land use management, materials and waste management, resiliency, and public engagement and oversight. There are 16 municipal actions that involve carbon emissions and resiliency associated with municipal operations and services and 26 community actions that involve community carbon emissions and resiliency. One future monitoring action (FM-03 electric leaf blowers) is completed and is included in the CAP annual report, bringing total reporting actions to 43.

The CAP recommended the city develop an **Electric Vehicle Readiness Plan (EVRP)** as a key strategy to reduce transportation-related greenhouse gas emissions. The EVRP identifies a framework for how the city can collaborate with county, state and federal programs to accelerate EV adoption and meet the growing demand for charging infrastructure. Marking a significant milestone, the Mayor and Council adopted Rockville's first Electric Vehicle Readiness Plan on March 24, 2025. The plan outlines 26 actions organized around four focus areas: 1) EV-ready codes, policies, and procedures; 2) a robust and equitable charging network; 3) a clean municipal fleet; and 4) inclusive public engagement and oversight.

Each plan depends on building and sustaining multi-level partnerships to drive transformational changes in the years ahead. Historically, the adoption of such plans positioned Rockville to leverage state and federal resources to advance key goals. Although federal funding opportunities were limited in 2025, the city continued to leverage funding and support from the state, utilities and a growing network of outside partners to move initiatives forward. The following summarizes progress made on both plans in 2025.

Greenhouse Gas Emissions Inventory

Rockville's largest sources of greenhouse gas emissions are energy use from buildings and transportation. The Metropolitan Washington Council of Governments (MWCOCG) generates community greenhouse gas emissions inventories for 24 local governments. Due to the extensive data and resources required to create these inventories, MWCOCG releases them approximately every three years. The most recent inventories, covering 2023 emissions, were released in 2025.

Between 2005 and 2023, Rockville reduced its net community greenhouse gas emissions by 34 percent, outpacing the overall Metropolitan Washington region, which achieved a 20 percent reduction over the same period. The largest contributors to emissions remain energy use in buildings and transportation. In 2023, Rockville's per capita emissions averaged 10.1

metric tons of carbon dioxide equivalent (MTCO₂e) per person, slightly below the regional average of 10.5 MTCO₂e per person.

Calculated separately by the city annually, greenhouse gas emissions from Rockville municipal operations represent approximately 1.1 percent of total community emissions, with the majority of municipal emissions (0.87%) generated from electricity and natural gas consumption and the remainder (0.23%) from fleet fuel consumption. Emissions associated with electricity and natural gas used by Rockville-owned and operated buildings, parks, streetlights, traffic lights, and utilities decreased by 13% between 2022 and 2025. This decline in emissions occurred despite post-pandemic growth in operations and the renovations and occupancy of the northern wing of the city's newest facility at Taft Center, a three-story office building of approximately 55,350 square feet. The City's fleet electrification currently focuses on light-duty vehicles that are not utilized for police or snow/ice operations. As such, city data does not reflect a significant reduction in gasoline and diesel consumption and associated greenhouse gas emissions. In addition to fleet electrification rates, various factors influence total fleet fuel consumption, including the number of snow and ice events occurring per year, police vehicle miles traveled, and the use of diesel fuel consumption for heavy duty operations.

Status

In 2025, Rockville made significant progress across each plan toward the 2030 goals. The status categories were updated in the 2025 reporting period to better align with the FY 2026 budget performance measures. The categories now differentiate between actions that are *projects* with a definitive *completion* date (such as an ordinance update) and *programs*, where once established are *institutionalized* and anticipated to be implemented annually throughout the CAP's 2030 reporting period (such as the Flood Mitigation Assistance Program, compost drop-off program, and CAP outreach and reporting initiatives). Table 1 summarizes the status for each plan to be compared with the FY 2026 budget performance measures summarized below:

- **CAP FY 2026 budget performance measure:** *45% of the CAP items to be completed or institutionalized.* Currently 12% of the actions are completed and 44% of the actions are institutionalized, for a combination of 56% that exceeds the budget goal.
- **EVRP FY 2026 budget performance measure:** *15% of actions to be implemented.* Currently 12% of the actions have been completed and 23% of the actions are institutionalized, for a combination of 35%. The Zoning Ordinance Rewrite (ZOR) is scheduled for adoption in July 2026, which will result in 15% items completed.

Table1: 2025 Plan Status

Category	Description	Climate Action Plan Status	EV Readiness Plan Status
● Completed	Action is completed, no additional action required.	12% (5 Actions) <i>Includes 1 future monitoring action</i>	12% (3 Actions)
● Institutionalized	Action is an institutionalized program with annual implementation throughout the CAP 2030 reporting period.	44% (19 Actions)	23% (6 Actions)
● In-Progress	Action is initiated and expected to be completed/institutionalized by the CAP 2030 reporting period.	42% (18 Actions)	58% (15 Actions)
● Upcoming	Action is planned for upcoming implementation.	2% (1 Action)	8% (2 Actions)
● Disruption	Action has disruption that is preventing progress or causing a delay.	0% (0 Actions)	0% (0 Actions)

Funding and Grants

The FY 2026 budget included more than \$3.14 million for CAP initiatives, such as continued food waste composting program, facility energy audits and improvements, consultant support to develop a Green Space Management Plan, Lincoln Park Community Center solar rooftop, LED streetlight replacement, storm drain rehabilitation, stormwater management facility improvements, stream restoration, EV charging infrastructure, and the comprehensive stormwater incentive program that includes the Flood Mitigation Assistance Program, RainScapes Rebates, and competitive watershed grants. This figure does not include bicycle and pedestrian facility and safety projects.

FY 2026 grant and rebate awards for CAP related initiatives to date total more than \$573,511 million to support LED streetlight conversions, facility energy retrofits, and EV charging stations. Transportation initiatives also support the goals of the CAP, but funding and grants are tracked separately through Vision Zero reporting.

The proposed FY 2027 budget continues to support ongoing CAP programs and includes a new Building Energy Performance Improvements (BEPI) Capital Improvement Program (CIP). The new BEPI CIP plans, designs, and implements building energy improvements at city facilities to support compliance with Montgomery County and Maryland Building Energy Performance Standards (BEPS) and implementation of the Climate Action Plan. The CIP involves energy efficiency and renewable energy improvements to maximize cost savings and emissions reductions at the city's largest and most energy-intensive facilities, including City Hall, Swim & Fitness Center, Taft Center, F. Scott Fitzgerald Theatre, Recreation Services, Police Station, Water Treatment Plant, and the Rothgeb Maintenance Facility. The proposed FY 2027

appropriation of \$1.54 million for the BEPI CIP includes the design and installation of a solar carport canopy at 6 Taft and the design of energy efficiency projects for BEPS compliance at City Hall and the Swim and Fitness Center. Grant funds from the Maryland Energy Administration, totaling \$545,000, will help support the energy efficiency projects.

2025 Highlights

In the four years since the CAP was adopted, remarkable strides have been made to direct resources towards energy efficiency, clean energy, improved resiliency, and equitable outcomes. Numerous interdepartmental working groups collaborated to implement climate-related projects and programs. The city's fiscally responsible approach to execute the CAP involved strategies to evaluate technology and markets conditions, leverage partnerships, and pursue grants and outside funding to expand programs to serve more residents and advance the climate initiatives. The following highlights key progress and metrics in each CAP category. The Electric Vehicle Readiness Plan (EVRP), adopted in 2025, is a key action within the CAP's transportation category (C-11). Because several CAP transportation actions overlap with the EVRP, highlights of EVRP progress are included in the Transportation section below. Detailed information on each action is provided in separate annual reports for the CAP (Attachment 2) and the EVRP (Attachment 3).

Energy Efficiency

- Approximately 245 commercial and multifamily buildings in Rockville are subject to Montgomery County's building energy benchmarking law and Building Energy Performance Standards (BEPS). In 2025, the Montgomery County Green Bank facilitated financing for two commercial solar loans, 70 subsidies to assist commercial buildings with Building Energy Performance Station (BEPS) compliance, two energy audit subsidies, and two commercial resiliency loans. (C-01)
- 2025 was the first full year that the updated energy conservation building codes with advanced requirements took effect. The codes support EV charging, energy efficiency, grid interactivity, electrification, renewable energy and energy storage in new construction. Amendments to the green building regulations that include the 2021 International Green Construction Code (IgCC) and ICC 700 Green Building Standard were drafted in 2025 and adopted early 2026. (C-03)
- Approximately 2,223 homes participated in Pepco's residential energy efficiency programs, about 400 more homes than last year. (C-05)
- Ten Rockville homes utilized Montgomery County's home electrification incentive program, Electrify MC, to convert 17 appliances to electric from fossil fuels (e.g., cooking, hot water, heating, and cooling, etc.). (C-06)
- Rockville Housing Enterprises coordinated with Habitat for Humanity to provide energy efficient electric appliance upgrades for eight of their detached homes. (C-02)
- In partnership with the Maryland Energy Administration (MEA) and Pepco, the city completed 1,022 Light Emitting Diode (LED) retrofits at Thomas Farm Community Center, Croydon Creek Nature Center, F. Scott Fitzgerald Theater, and Rothgeb Maintenance Facility leveraging \$186,554 in outside funding. (M-01)

- Rockville converted 650 city-owned streetlights to energy efficient LED with help from MEA and Pepco funding. (M-02)

Renewable Energy

- The Environment Commission dedicated more than 36 hours over nine events to promote the Capital Area Solar Switch Together (formerly the solar co-op), resulting in 620 registrations from Rockville addresses. (C-09)
- The solar plan review and permitting processes were streamlined with the launch of the Solar APP+ automated permitting system. The city issued 150 solar system permits, bringing the cumulative total to 1,312. (C-09)
- The city issued a request for proposal for the design and installation of a rooftop solar installation on Lincoln Park Community Center gym, fully funded by the Department of Energy's Energy Efficiency Conservation Block Grant of approximately \$109,900. Contract award has been made with installation by early summer 2026 (M-04)

Transportation

- **Electric Vehicle Readiness Plan (EVRP) (C-11):** Rockville's first EVRP was adopted March 24, 2025, with 26 actions to support electric vehicles and charging through fleet conversion, code updates, outreach, grants, and partnerships. Since adoption, progress has been made on the following EVRP initiatives:
 - The number of electric vehicles and plug-in hybrid electric vehicles owned in Rockville zip codes quadrupled in four years to 7,266 and the number of EV charging ports available to the public increased from 264 to 326. (C-11)
 - Rockville's updated building codes required 2% EVSE-installed in most commercial property parking lots and 10% EVSE-installed in multi-unit properties. (C-12, EVRP 1.1.1)
 - Updated the Forest and Tree Preservation Ordinance to streamline the process for EV charging stations on city property (Chapter 10.5) (EVRP 1.1.2)
 - Approved Curbside Charging Agreement Template and developing guidelines to serve residents without access to garage, driveways or dedicated parking (EVRP 1.2.2)
 - Coordinate with Montgomery County to expand public charging (EVRP 2.1.3)
 - Leveraging Carbon Reduction Program funding to expand public chargers on City property (EVRP 2.1.5)
 - Coordinate with Pepco to expand charging (EVRP 2.1.4)
 - Transitioned city landscaping equipment (electric leaf blowers, batteries, charging stations and an electric charging landscape trailer) (EVRP 3.1.4)
 - The city's fleet added five more EVs from the previous year. The fleet now includes 25 battery electric vehicles (BEV), 2 plug-in hybrid electric vehicles (PHEV), and 3 hybrid vehicles. (M-06, EVRP 3.1.1))
 - The Electric Vehicle Charging Infrastructure CIP (GA23) installed six additional fleet charging ports at City Hall and one at the Police Station, bringing the total number to 12 installed and one portable. (M-07, EVRP 3.2.2))

- Leverage outside funding for fleet (Pepco rebates, MEA grants for electric Senior buses and charging stations (EVRP 3.2.2)
 - Launched EV Readiness Plan online dashboard (EVRP 4.2.1)
- Rockville also supported safer non-motorized travel by constructing new traffic calming devices and crosswalks and installing 2,900 linear feet in five new sidewalk segments. (C-14)

Land Management

- Weed Warriors engaged 610 volunteers to remove 101 bags of non-native invasive plants from city parks. (C-17)
- The city achieved Community Wildlife Habitat Recertification through the National Wildlife Foundation that included nine homes newly certified as Wildlife Habitats. The city earned 83 recertification points, nearly triple the 30 points required. (C-17, C-24)
- The RainScapes Program issued \$44,500 in rebates to support 29 tree canopies, rain barrel, conservation landscaping, and permeable pavement projects at 24 properties. (C-17, C-24)
- The city distributed 400 native trees at the annual Fall Tree Giveaway, 100 wildflower seeds at community events, and sold 915 native plants at the annual native plant sale at Croydon Creek Nature Center. (C-17, C-24)
- Three grants were awarded through the city's partnership with the Chesapeake Bay Trust: Interfaith Partners for the Chesapeake (\$30,073) to expand their engagement of faith-based communities promoting sustainable practices; Izaak Walton League of America (\$26,985) to continue Salt Watch citizen science program; University of Maryland Environmental Finance Center (\$42,101) to support HOAs and civic associations to develop sustainability action plans. (C-17)
- The city purchased all new electric landscaping equipment, chargers, and an electric landscape trailer, and ensured contracts comply with Montgomery County legislation which banned the use of gas-powered leaf blowers as of July 1, 2025. (FM -03)
- Planted 859 trees and shrubs in the northern section of RedGate Park and Arboretum. Planted 298 trees along Rockville streets and 120 trees in other parks. (C-17, C-24)

Materials and Waste

- A fourth food scraps compost drop-off station opened at Potomac Woods Park. The stations collected a total of 242 tons of food scraps, more than double the previous year. (C-18)
- Sustained a household waste landfill diversion rate of 43 percent due to single stream recycling, yard waste and leaf collection composting, food scrap composting, electronics recycling, and bulk metal recycling. (C-19)
- Adopted an ordinance to opt in to the plastic bag ban section of the County's Bring Your Own Bag bill to reduce single-use plastic bags and plastic waste in waterways. (C-19)

Resiliency

- The consultant completed data collection and field surveys for the Flood Resiliency Master Plan (FRMP) and began developing a flooding model to depict both existing and

projected flooding conditions in Rockville. The first phase of outreach was completed featuring an interactive flooding map and survey, tabling at community events, 2,212 direct mailings to properties with increased flood risk, two open house events engaging 43 people, and social media posts. (M-13)

- Continued to partner with the Montgomery County Green Bank (MCGB) and the Chesapeake Bay Trust to leverage additional funding for the Flood Mitigation Assistance Program (FMAP) and remove the barrier of upfront investment for low- and moderate-income property owners in 2025. The program provides up to 50 percent of the costs of projects up to \$5,000 per property and reimbursed \$24,763 for 14 flood mitigation projects at 10 properties. (C-20)
- Rockville completed a draft of the Emergency Operations Plan (EOP), a multidisciplinary, all-hazards plan that establishes a comprehensive framework for the management of major emergencies and disasters within the city. (M-11)

Public Engagement and Oversight

- In FY 2025 and to date in FY2026, the city was awarded more than \$1.9 million in grants and rebates to support LED streetlight conversions, solar development, electric vehicle charging infrastructure, tree planting at RedGate, electric senior center buses, facility energy upgrades, and flood resiliency master planning. (M-15)
- Published eleven issues of the Environment & Sustainability newsletter, which rose to 3,404 subscribers. Newsletters included flood resiliency planning, rebate opportunities, native habitat and gardening tips, flooding resources, events and general pollution prevention. (C-25)
- Launched a new email newsletter for Rockville commercial property managers. Published 4 issues of the Sustainability Scoop newsletter, with 188 total subscribers, featuring environmental regulation reminders, training opportunities, and environmental news for property managers. (C-25)
- Hosted four virtual Climate Solution education sessions attended by 89 participants and participated in 16 in-person outreach events. (C-25)

Mayor and Council History

The Mayor and Council adopted the Climate Action Plan (CAP) on January 10, 2022, and the EV Readiness Plan (EVRP) on March 24, 2025. CAP annual reports were provided to the Mayor and Council on March 27, 2023, April 29, 2024, and April 28, 2025.

Boards and Commissions Review

The Environment Commission continued to support implementation of the Climate Action Plan and EV Readiness Plan throughout 2025. The Commission received an overview of the online dashboards on April 2, 2026, and provided suggestions for further public engagement.

Next Steps

As the Climate Action Plan is implemented, several CAP and EVRP-related initiatives are expected to move forward. Many of these will come before the Mayor and Council for award or adoption over the next year, including but not limited to:

- **FY 2027 Budget Appropriations:** Continue stormwater management incentives, compost programs, and energy programs. New funding for the Building Energy Performance Improvements CIP and a new electric Senior Center transit bus.
- **Projects:** Implement Phase 3 of LED streetlight conversions (TA22), purchase electric Senior Center transit bus, install EV charging stations, complete rooftop solar at Lincoln Park Community Center, implement BEPI CIP, and award of a multi-site solar rooftop and canopy contract.
- **Policies and Code Amendments:** Adopt amendments to Chapter 10 (Floodplain Ordinance) to ensure compliance with updated FEMA requirements, Chapter 19 (Sediment Control and Stormwater Management) to comply with update state standards, Chapter 21 (Streets, Roads, Rights-of-Way, and Public Improvements) to permit certain private improvements in the rights-of-way, and the comprehensive rewrite of Chapter 25 (Zoning Ordinance).
- **Plan Development and Implementation:** Launch Green Space Management Plan community engagement and continue stakeholder engagement for the Flood Resiliency Master Plan (SA23). Continue implementation of Vision Zero, Bikeway Master Plan, Pedestrian Master Plan, and EV Readiness Plan.

The fourth annual report covering 2026 is anticipated to be provided to the Mayor and Council in early 2026. CAP programs and updates will continue to be posted at www.rockvillemd.gov/climate.

Attachments

Attachment1_2025_Presentation, Attachment2_2025_CAP_Annual Report.pdf,
Attachment3_2025_EVRP_Annual Report.pdf

Climate Action Plan & Electric Vehicle Readiness Plan

2025 Annual Report

Rockville Mayor and Council

April 27, 2026



Outline

1. Overview
2. 2025 CAP Status Summary
3. CAP Community Highlights
4. 2025 EVRP Status
5. CAP and EVRP Municipal Projects
6. Next Steps



Climate Action Plan (CAP)



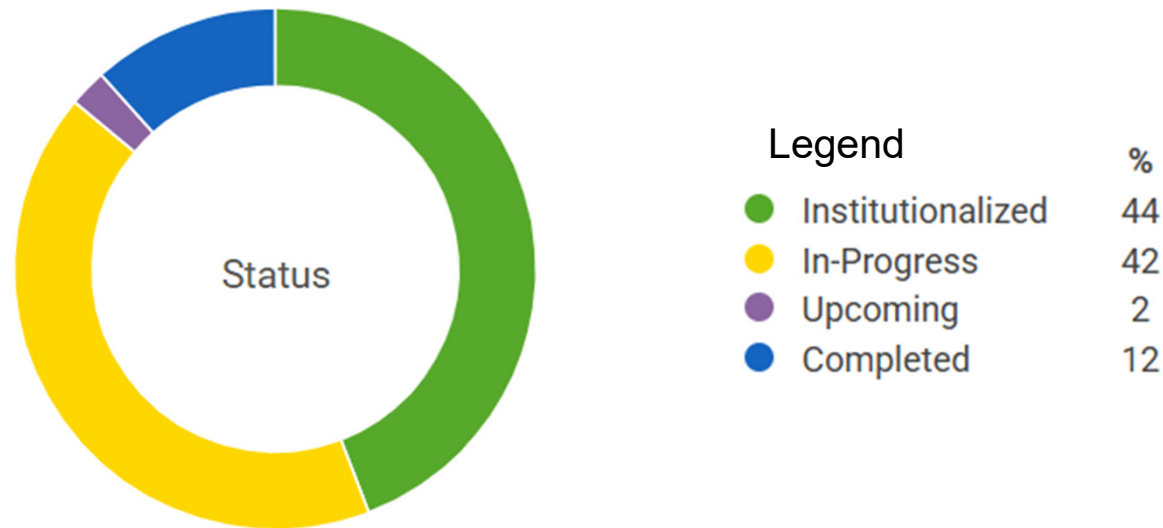
**Electric Vehicle
Readiness Plan (EVRP)**

Explore plan dashboards at Results Rockville
<https://www.rockvillemd.gov/services/results-rockville/>

Climate Action Plan – 2025 Status

FY 2026 Budget Performance Measure: **45%** of Actions to be Completed or Institutionalized

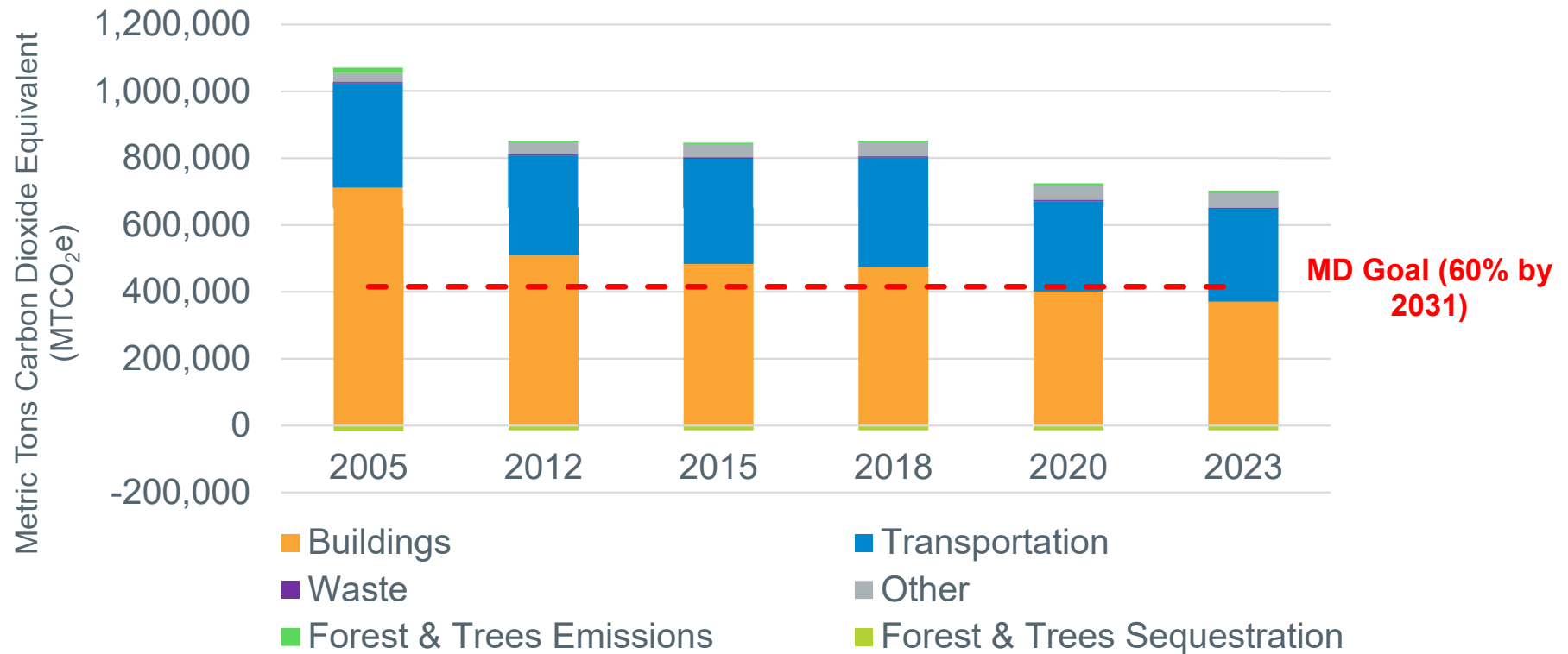
December 31, 2025 Status: **56%** of Actions were Completed or Institutionalized





Community Greenhouse Gas Inventory

Rockville emissions decreased 34% from 2005 – 2023
(MWCOG region emissions decreased 20%)



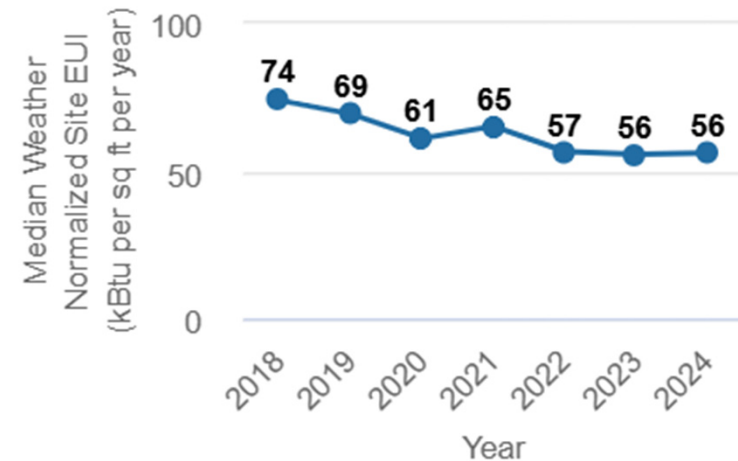


Energy Efficiency: Community

Montgomery County Building Energy Performance Standards (BEPS) (C-01)

- Final BEPS regulations adopted February 2025
- 245 buildings reported energy use in Rockville
- Median Site Energy Use Intensity (energy use per square foot) down 25% since 2018
- Montgomery County Green Bank provided 4 commercial solar or resiliency loans and 70 subsidies to assist with BEPS compliance

Rockville Benchmarked Buildings - Median Site Energy Use Intensity*



*Energy Use Intensity (EUI) refers to the amount of energy used per square foot annually.

Montgomery County reports 2024 data in 2025 (1-year reporting lag)



Energy Efficiency: Community

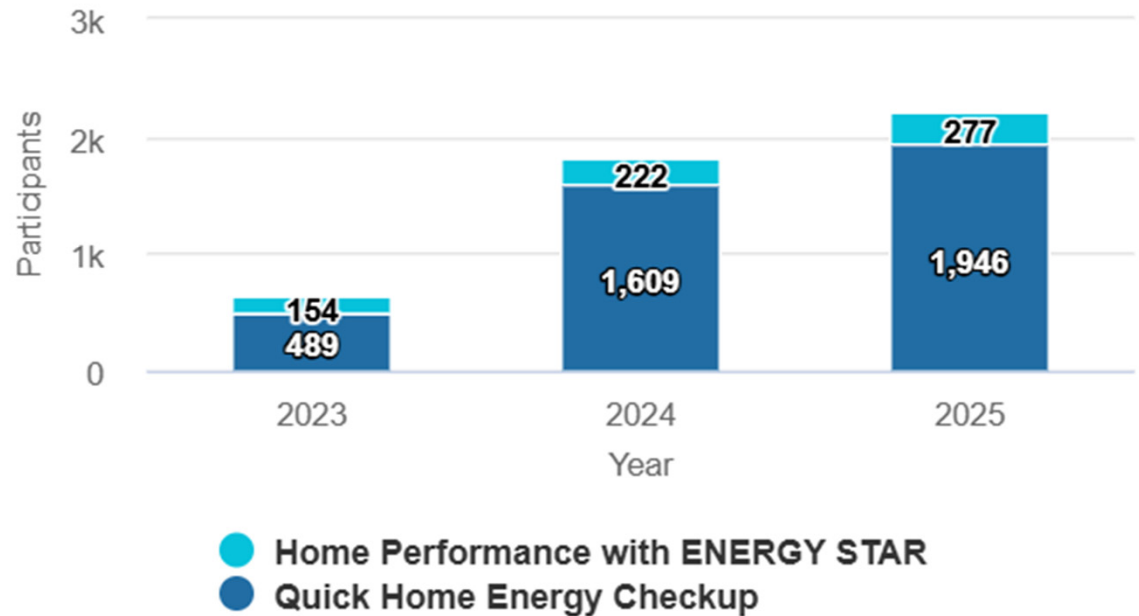


Home Energy Improvements (C-05)

- 2,223 homes participated in Pepco's home energy programs (21% increase)
- Residents received \$675,929 in incentives for 19,775 energy measures



Pepco Home Energy Efficiency Participation





Energy Efficiency: Community



Home Electrification (C-06)

- Promoted “Electrify MC” Montgomery County home electrification program
- 10 Rockville homes electrified 17 appliances, receiving \$29,800 incentives

MEET THE ELECTRIFY MC TEAM



Jim Conlon
Founder, President
Jim will be helping to answer questions about electrification. Before Jim jumped into the deep end of sustainability, many people are surprised to learn he performed stand up comedy.



Megan Murray
Program Manager
Megan will be answering your calls and questions, and scheduling your appointments. Megan loves being in the woods and checking out new trails and cabins. She dreams of one day convincing her coworkers to adopt a goal for the office.



Sunita Pathik
Contracting Director
Sunita will be answering your calls and questions, and scheduling your appointments. Sunita has a goal of visiting all of the National Parks in the country, and likes to play pickle with her friends.



Thomas Richards
Energy Auditor
Thomas will be performing energy audits at your home. Thomas loved Mount Doom from Lord of the Rings when he visited New Zealand.



Julio Jovel
Crew Chief
Julio will be supervising the work at your home. Julio enjoys riding his motorcycle and playing with his two babies, though not at the same time.



Ralph VanVeen
Electrician
Ralph will be performing the electrical work in your home. Ralph is a former state champion in Maryland for shot put, and holds a regional record in distance.



Joe Cabrera
HVAC Technician
Joe will be installing your new heat pumps and water heaters. Joe enjoys playing sports like basketball, baseball, riding my road bike, and now he enjoys his readers even more.



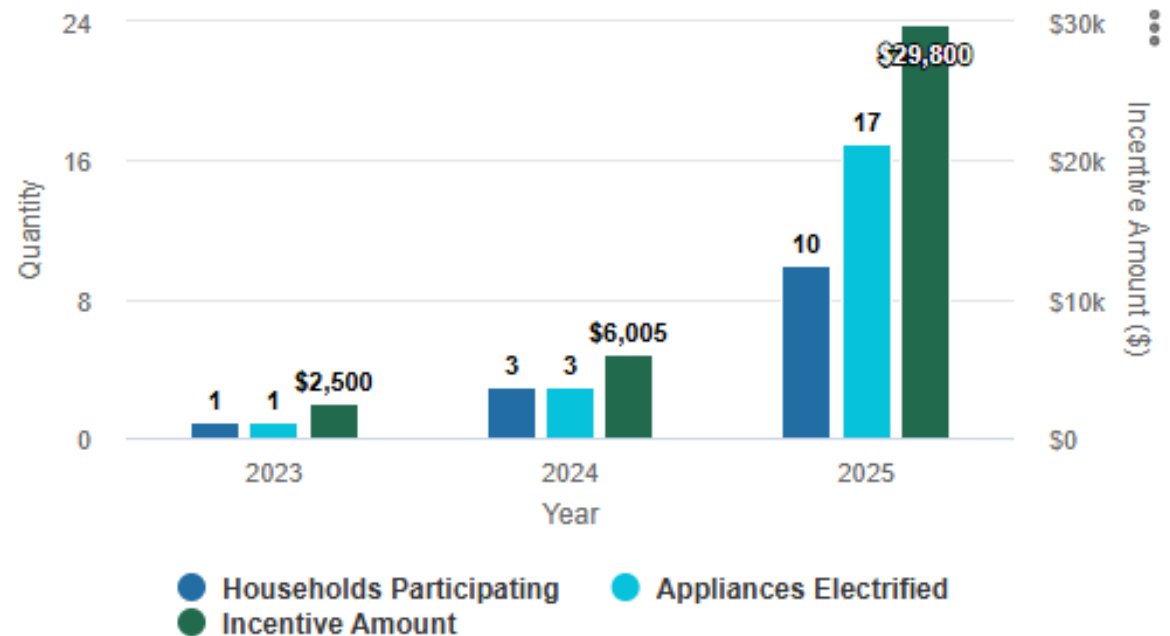
Elliot Firestone
Program Manager
Elliot will be performing energy audits as well as electrification and HVAC assessments at your home. Elliot enjoys music, the outdoors, and reading about history.



Martin Hood
HVAC Specialist
Martin will help guide you through your HVAC replacements. Martin's quest is to understand how everything works, and he's happiest when it's 72 degrees and 50% relative humidity.

Have questions about what to do to electrify your home? Contact Electrify MC at 301-830-5767 or email the team at electrifymc@belvianenergy.com

Electrify MC Program Participation in Rockville





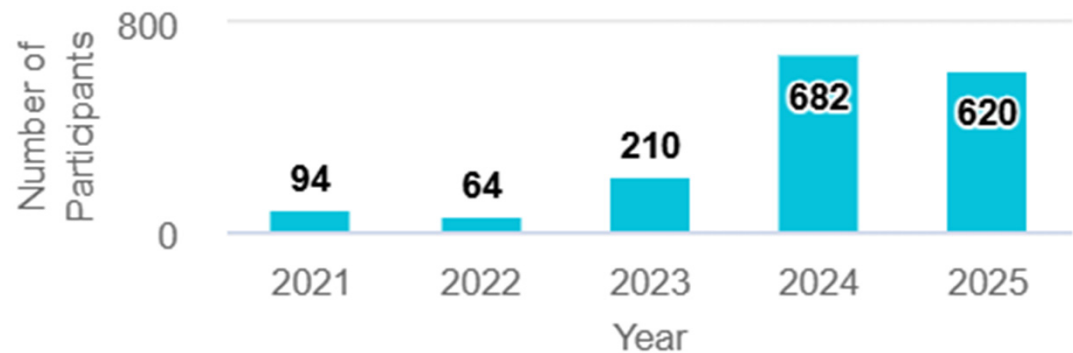
Renewable Energy: Community



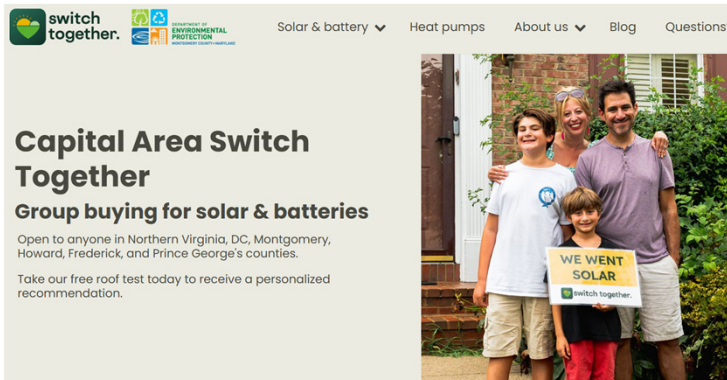
Promote Solar Installations (C-09)

- Solar Switch Together (Solar Co-op) recruited 620 Rockville participants
- Cumulative 1,312 city solar permits
- Launched SolarApp+ permit streamlining application
- Solar Green Fee Waiver, April 2025

Solar Switch/Co-op Participants in Rockville



● Solar Switch Registrations





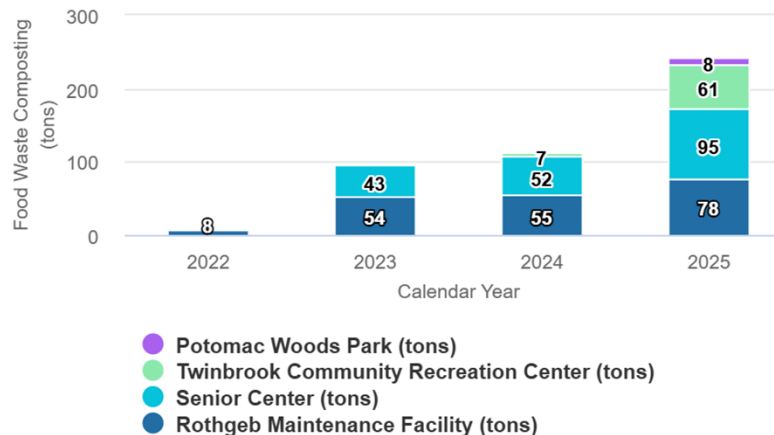
Materials and Waste



Residential Food Waste Composting (C-18)

- Opened fourth compost drop-off station at Potomac Woods Park November 2025
- Collected 242 tons of food waste for composting (112% increase)

Food Waste Composting (tons)



Recycling and Waste Reduction (C-19)

- Percent of waste recycled/diverted from landfill remained at 43%
- Adopted provisions of Montgomery County's Bring Your Bag Law to reduce plastic waste and distributed 500 free reusable bags at community centers





Land Management



Green Space Management Plan (M-09)

Scope: Assess the health and biodiversity of more than 1,058 acres of city-owned parkland and green spaces (parks, urban forests, stormwater management areas, stream buffers, etc.).

Purpose: Integrate environmental analysis and community input to prioritize management strategies for non-native invasive species (NNI), climate change threats, urban forestry and habitat restoration.

Anticipated Timetable

- FY 2026: Appropriate funds for consulting services (Q1). Contract award anticipated (Q4).
- FY 2027: Launch community engagement (Q2/Q3). Begin field assessments (Q4).
- FY 2028: Draft Plan for public comment (Q3). Adopt Final Plan (Q4).



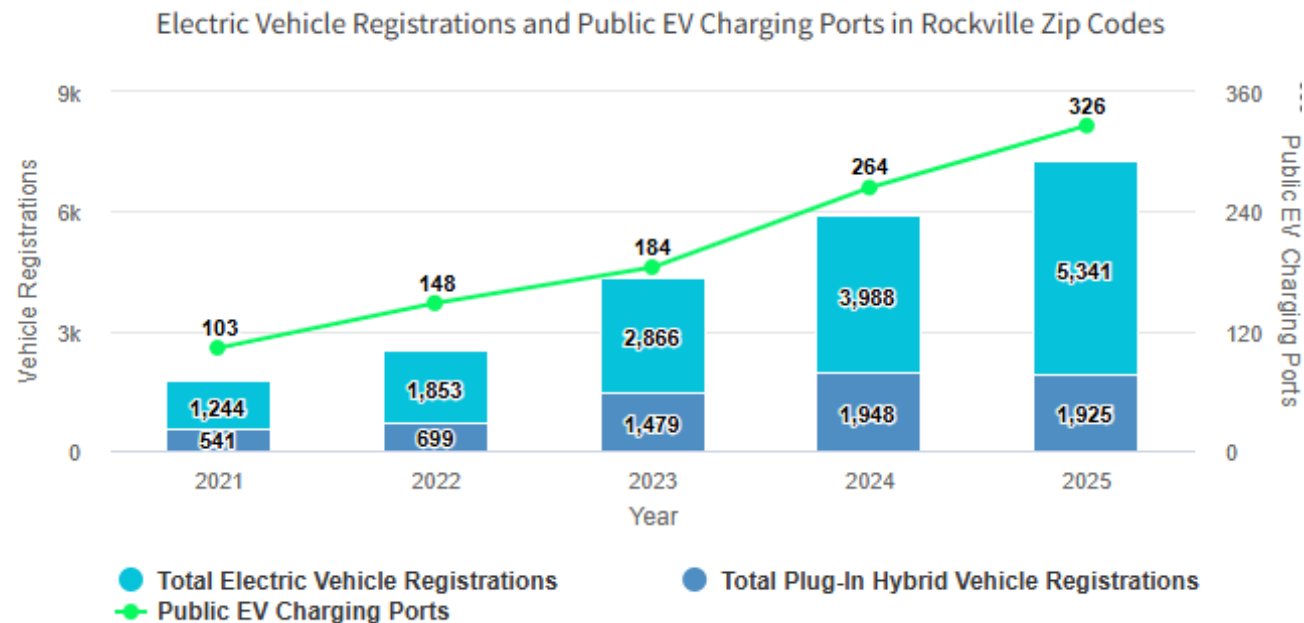


Transportation: Community



Electric Vehicle Readiness Plan (C-11)

- Adopted Rockville's first EV Readiness Plan with 26 actions and input from 432 individuals
- Electric vehicles and hybrids registered in Rockville zip codes rose to 7,266 (22% increase).
- 326 public EV charging ports (23% increase)



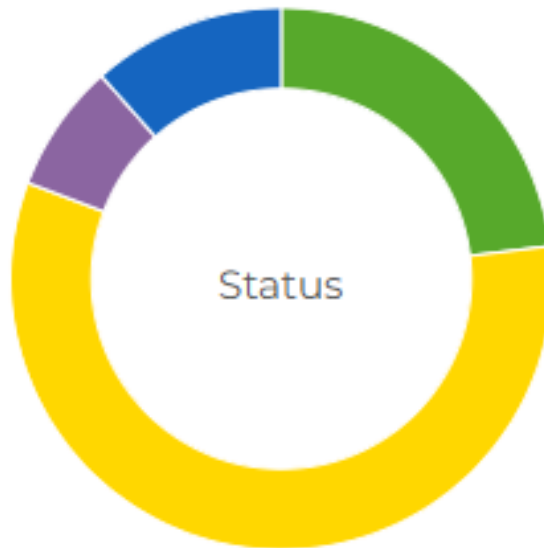


2025 EVRP Status



FY 2026 Budget Performance Measure: **15%** of Actions to be Implemented

CY 2025 Status: **12%** of Actions were Completed
23% of Actions were Institutionalized



Status	%
Institutionalized	23
In-Progress	58
Upcoming	8
Completed	12



2025 EVRP Progress

- ✓ Updated the Building Code and Property Maintenance Regulations (Chapter 5) (EVRP 1.1.1)
- ✓ Updated the Forest and Tree Preservation Ordinance (Chapter 10.5) (EVRP 1.1.2)
- ✓ Approved Curbside Charging Agreement Template and developing guidelines (EVRP 1.2.2)
- ✓ Coordinating with Montgomery County/leverage outside funding to expand public chargers (EVRP 2.1.3, 2.1.5)
- ✓ Coordinated with Pepco to expand charging (EVRP 2.1.4)
- ✓ Transitioned city landscaping equipment (electric leaf blowers, batteries, charging stations and an electric charging landscape trailer) (EVRP 3.1.4)
- ✓ Leveraging outside funding for fleet (Pepco rebates, MEA grants for electric Senior buses and charging stations (EVRP 3.2.2)
- ✓ Launched EV Readiness Plan online dashboard (EVRP 4.2.1)



Electric Vehicle Readiness Plan

A community-wide roadmap for the City of Rockville

Department of Public Works
www.rockvillemd.gov/climate
240-314-8870





CAP and EVRP Municipal Projects



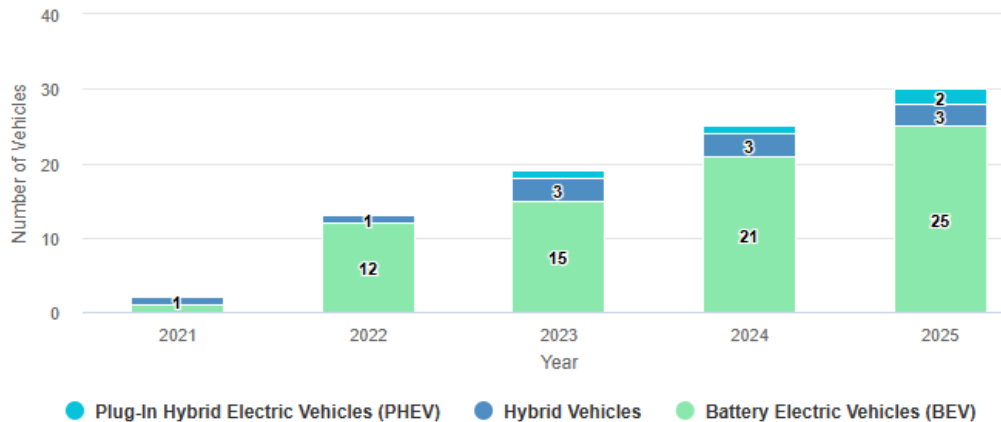
Transportation: Municipal



City Fleet (M-06) (EVRP 3.1.1)

- 25 battery electric, 2 plug-in hybrid, and 3 hybrid vehicles
- Awarded \$160,000 MEA grant for 2 Senior Center EV Transit Buses

Rockville Fleet - Alternative Fueled Vehicles



EV Charging Infrastructure CIP (M-07) (EVRP 3.2.1)

- **Fleet Charging:** Installed 6 ports for City Hall, 1 port for Police; designing 4 ports for Recreation Services; planning 5 ports for 6 Taft Court and 2 Direct Current Fast Charging (DCFC) ports for Rothgeb
- **Public Charging Ports:** Partnering with Montgomery County to plan 28 ports at 7 sites





Energy Efficiency: Municipal



Facility Energy Efficiency (M-01)

Converted 1,022 lights to LED:

- F. Scott Fitzgerald Theater
- Thomas Farm Community Center
- Croydon Creek Nature Center
- Rothgeb
- Police Station (2026)

Total Cost: \$196,954

- \$41,365 from MEA grants
- \$146,900 from Pepco rebates
- City share: \$8,698





Energy Efficiency: Municipal



LED Streetlight Conversion (M-02/CIP TA22)

Phase 1

- 1,900 lights - completed 2024

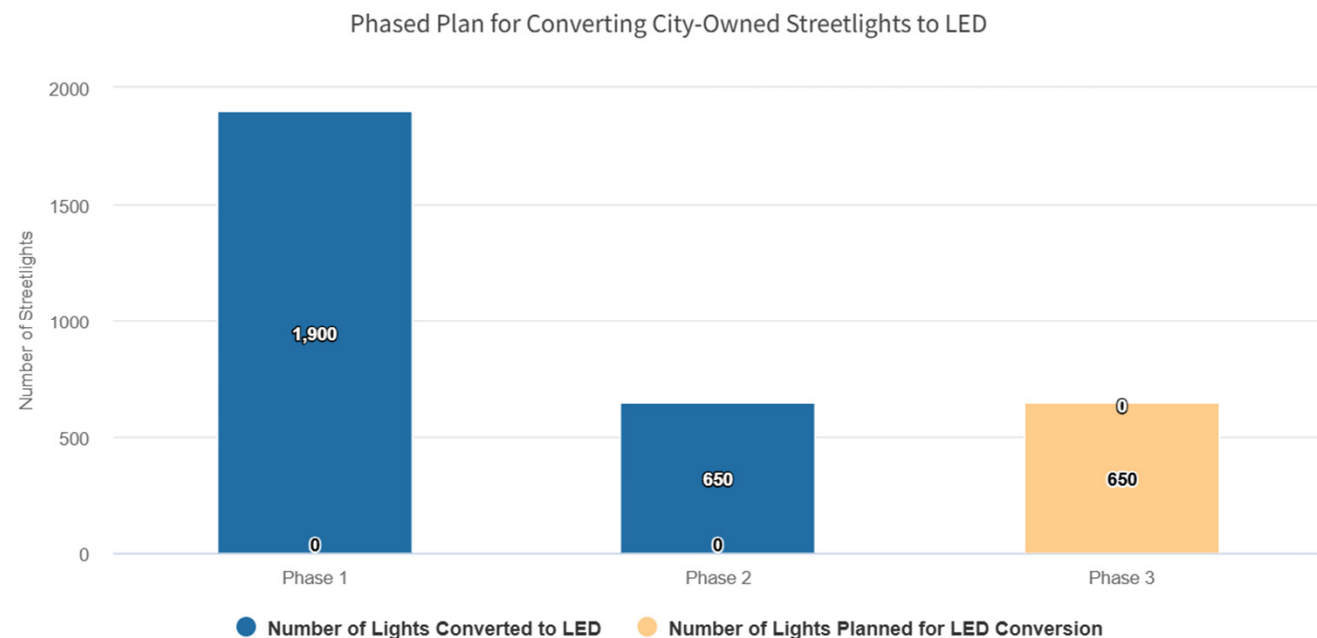
Phase 2

- 650 lights - completed 2025

Phase 3

- 650 lights - planned in 2026

Leveraged \$1,022,875 from MEA grants and Pepco rebates





Energy Efficiency: Municipal



NEW FY 2027 CIP: Building Energy Performance Improvements (BEPI) (M-01)

- Developed the Building Energy CIP in alignment with FY26 & FY27 MEA grants, and Montgomery County Building Energy Performance Standards (BEPS)
- The BEPI CIP plans, designs, and delivers building energy modernization at City facilities to improve energy efficiency and expand the City's on-site renewable energy generation
- **\$454,000** of MEA grants awarded
- Notable Target Projects:
 - Solar PV Rooftop and Carports across 7 facilities
 - Energy submetering at City Hall and Swim & Fitness
 - Swim & Fitness Indoor Pools Hybrid Heat Pump Design





Renewable Energy: Municipal



City Facilities (M-09)

- **Lincoln Park Community Center Rooftop Solar:** Funded by US Department of Energy grant. Contract awarded March 2026 and in design.
- **Multi-Facility Solar Rooftop and Carport Solar RFP:** Seeking proposals for Power Purchase Agreement or City purchase in 2026 for seven sites:
 - 6 Taft Ct
 - City Hall
 - Rothgeb Maintenance
 - Recreation Services
 - Swim & Fitness
 - F. Scott Fitzgerald Theatre
 - Senior Center



Illustration of Solar on Lincoln Park Community Center Gym



Next Steps

FY 2027 Budget Appropriation*

- Ongoing operating funding for programs
- New Building Energy Performance Improvement CIP

Project Implementation

- Solar Rooftop – Lincoln Park Community Center
- Multi-Facility Solar Contract Award*
- EV Charging Station Installations
- Senior Center Electric Shuttle Buses & Fast Charging Stations Award*
- LED Streetlight Conversion Award*
- Building Energy Performance Improvement CIP Projects

Plan Development*

- Flood Resiliency Master Plan
- Green Space Management Plan

Policies and Code Amendments*

- Chapter 10, Floodplain Ordinance
- Chapter 19, Sediment Control & Stormwater Management
- Chapter 21, Streets, Roads, Rights-of-Way, and Public Improvements
- Chapter 23, Traffic
- Chapter 25, Zoning Ordinance

**Denotes items that require future Mayor and Council adoption or award*



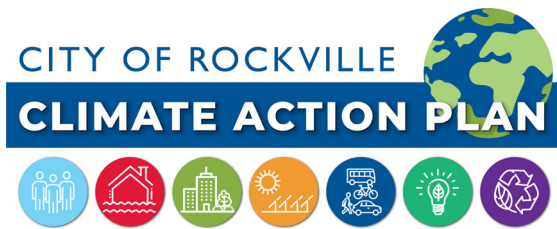
Acknowledgements

Thank you to the many partners in these advancements including Rockville Mayor and Council, Rockville Environment Commission, government partners, City departments, Boards and Commissions and residents and businesses in Rockville for your continuing CAP support and dedication.



Rockville
Environment
Commission



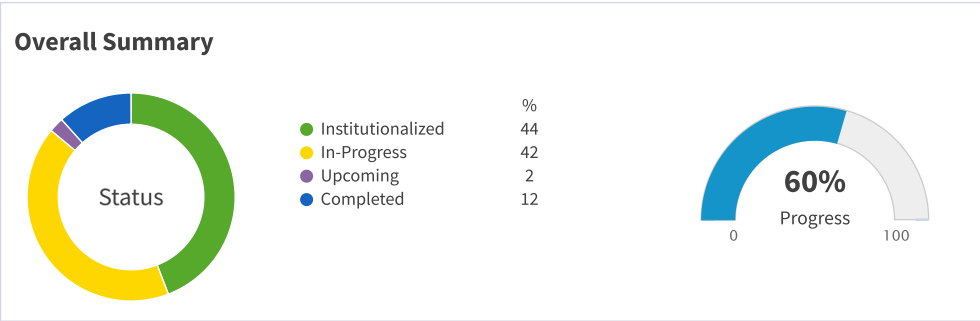


2025 Annual Report



Report Created On: Apr 08, 2026

3	9	43
Goal	Category	Action



Executive Summary

Background

The Mayor and Council adopted Rockville's first Climate Action Plan (CAP) on January 10, 2022 with goals to reduce greenhouse gas emissions, build resiliency, and incorporate equity in public engagement and oversight. The CAP sets a goal to reduce greenhouse gas emissions by at least 50 percent (from 2005) by 2030 and approach carbon neutrality by 2050. Since plan adoption, the Maryland General Assembly established a more ambitious goal to reduce greenhouse gas emissions by 60 percent (from 2006) by 2031 and net zero by 2045. Montgomery County's goal is even more ambitious -- 80% reduction below 2005 levels by 2027 and carbon neutral by 2035.

Rockville's CAP comprises 42 current actions and 8 actions for future monitoring in categories involving energy efficiency, renewable energy, transportation, land use management, materials and waste management, resiliency, and public engagement and oversight. The annual report fulfills CAP Action C-26: track and report progress to foster public transparency and accountability. Action status categories include:

- **Completed:** Action is completed, no additional action required.
- **Institutionalized:** Action is an institutionalized program with annual implementation throughout the CAP 2030 reporting period.
- **In-Progress:** Action is initiated and expected to be completed/institutionalized by the CAP 2030 reporting period.
- **Upcoming:** Action is planned for upcoming implementation.
- **Disruption:** Action has disruption that is preventing progress or causing a delay.

The following highlights 2025 accomplishments and status within each category. The remainder of the report provides detailed action-level summaries of progress, issues, next steps, equity considerations, grants, and performance metrics, when available. To learn more about the plan and what you can do to address climate change, visit www.rockvillemd.gov/climate.

2025 Highlights

Since the plan was adopted, sustained investment of resources by the city has worked to improve energy efficiency, clean energy, improved resiliency, and equitable outcomes. FY 2023 through FY 2026 operating and capital budget appropriations have averaged more than \$4 million annually to continue to support climate projects and initiatives. This fiscal year, thus far the city has been awarded more than \$500,000 in grants and rebates to support CAP initiatives (not including transportation initiatives tracked separately in Vision Zero).

The city's fiscally responsible approach to execute the plan involves evaluating technology and market conditions, leveraging partnerships, and pursuing grants and innovative funding strategies to serve more residents with expanded programs and advance the following climate initiatives.

Greenhouse Gas Emissions Inventory

- **Community Emissions:** Between 2005 and 2023, Rockville reduced community greenhouse gas emissions by 34 percent, despite increasing population, building square footage, and jobs. Rockville outpaced the Metropolitan Washington region in reductions, which achieved a 20 percent reduction over the same period. Both building and vehicle carbon footprints decreased.
- **Municipal Emissions:** Greenhouse gas emissions from Rockville municipal operations represent approximately 1.1 percent of total community emissions, with the majority of municipal emissions (0.87%) generated from electricity and natural gas consumption and the remainder (0.23%) from fleet fuel consumption. Emissions associated with electricity and natural gas used by Rockville-owned and operated buildings, parks, streetlights, traffic lights, and utilities decreased by 13% between 2022 and 2025 and remained relatively flat between 2024 and 2025 despite increased square footage associated with the opening of the city's newest facility, Taft Center, and increasing in-person events recovering from the COVID-19 pandemic. (M-01)

Energy Efficiency

- Approximately 245 commercial and multifamily buildings in Rockville are required to report building energy benchmarking data annually to Montgomery County and are working towards meeting Building Energy Performance Standards (BEPS). In 2025, the Montgomery County Green Bank facilitated financing for 2 commercial solar loans, 70 subsidies to assist commercial buildings with Building Energy Performance Station (BEPS) compliance, two energy audit subsidies, and two commercial resiliency loans. (C-01)
- 2025 was the first full year that recent energy conservation building code updates with advanced requirements took effect. The codes support EV charging, energy efficiency, grid interactivity, electrification, renewable energy and energy storage in new construction. Updated, above-and-beyond green building code standards with local amendments to the International Green Construction Code (IgCC) were drafted in 2025 and adopted early 2026. (C-03)
- Approximately 2,223 homes participated in Pepco's residential energy efficiency programs, about 400 more homes than last year. (C-05)
- Ten Rockville homes utilized Montgomery County's home electrification incentive program, Electrify MC, to convert 17 appliances to electric from fossil fuels (e.g., cooking, hot water, heating, and cooling, etc.). (C-06)
- Rockville Housing Enterprises coordinated with Habitat for Humanity to provide energy efficient electric appliance upgrades for 8 of their detached homes. (C-02)
- In partnership with the Maryland Energy Administration (MEA) and Pepco, the city completed 1,022 Light Emitting Diode (LED) retrofits at Thomas Farm Community Center, Croydon Creek Nature Center, F. Scott Fitzgerald Theater, and Rothgeb Maintenance Facility leveraging \$186,554 in outside funding. (M-01)
- Rockville converted 650 city-owned streetlights to energy efficient LED with funding from the MEA and Pepco. (M-02)

Renewable Energy

- The Environment Commission dedicated more than 36 hours over 9 events to promote the Capital Area Solar Switch Together (formerly the solar co-op), resulting in 620 registrations from Rockville addresses. (C-09)
- The solar plan review and permitting processes were streamlined with the launch of the Solar APP+ automated permitting system. The city issued 150 solar system permits, bringing the cumulative total to 1,312. (C-09)
- The city issued a request for proposal for the design and installation of a rooftop solar installation on Lincoln Park Community Center gym, funded by the Department of Energy's Energy Efficiency Conservation Block Grant of approximately \$109,900. Contract award is anticipated in early 2026 with installation by early summer 2026 (M-04)

Transportation

- Rockville's first Electric Vehicle Readiness Plan was adopted March 24, 2025, with 26 actions to support electric vehicles and charging through fleet conversion, code updates, outreach, grants, and partnerships. (C-11)
- The number of electric vehicles and plug-in hybrid electric vehicles owned in Rockville zip codes quadrupled in 4 years to 7,266 and the number of EV charging ports available to the public increased from 264 to 326. (C-11)
- Rockville's updated building codes required 2% EVSE-installed in most commercial property parking lots and 10% EVSE-installed in multi-unit properties. (C-12)
- The city's fleet added 5 more EVs from the previous year. The fleet includes 25 battery electric vehicles (BEV), 2 plug-in hybrid electric vehicles (PHEV), and 3 hybrid vehicles. (M-06)
- The Electric Vehicle Charging Infrastructure CIP (GA23) installed 6 additional fleet charging ports at City Hall and one at the Police Station, bringing the total number to 12 installed and 1 portable. (M-07)
- The City supported safer non-motorized travel by constructing new traffic calming devices and crosswalks and installing 2,900 linear feet in 5 new sidewalk segments. (C-14)

Land Management

- Weed Warriors engaged 610 volunteers to remove 101 bags of non-native invasive plants from city parks. (C-17)
- The city achieved Community Wildlife Habitat Recertification through the National Wildlife Foundation that included 9 homes newly certified as Wildlife Habitats. The city earned 83 recertification points, nearly triple the 30 points required. (C-17, C-24)
- The RainScapes Program issued \$44,500 in rebates to support 29 tree canopy, rain barrel, conservation landscaping, and permeable pavement projects at 24 properties. (C-17, C-24)
- The city distributed 400 native trees at the annual Fall Tree Giveaway, gave away 100 wildflower seeds at community events, and sold 915 native plants at the annual native plant sale at Croydon Creek Nature Center. (C-17, C-24)
- Three grants were awarded through the city's partnership with the Chesapeake Bay Trust: Interfaith Partners for the Chesapeake (\$30,073) to expand their engagement of faith-based communities promoting sustainable practices; Izaak Walton League of America (\$26,985) to continue Salt Watch citizen science program; University of Maryland Environmental Finance Center (\$42,101) to support HOAs and civic associations to develop sustainability action plans. (C-17)
- The city purchased all new electric landscaping equipment, chargers, and an electric landscape trailer, and ensured contracts comply with Montgomery County legislation which banned the use of gas-powered leaf blowers as of July 1, 2025. (FM -03)
- Planted 859 trees and shrubs in the northern section of RedGate Park and Arboretum. Planted 298 trees along Rockville streets and 120 trees in other parks. (C-17, C-24)

Materials and Waste

- A fourth food scraps compost drop-off station opened at Potomac Woods Park. The stations collected a total of 242 tons of food scraps, more than double the previous year. (C-18)
- Sustained a household waste landfill diversion rate of 43 percent due to single stream recycling, yard waste and leaf collection composting, food scrap composting, electronics recycling, and bulk metal recycling. (C-19)

Resiliency

- The consultant completed data collection and field surveys for the Flood Resiliency Master Plan (FRMP) and began developing a flooding model to depict both existing and projected flooding conditions in Rockville. The first phase of outreach was completed featuring an interactive flooding map and survey, tabling at community events, 2,212 direct mailings to properties with increased flood risk, two open house events engaging 43 people, and social media posts. (M-13)
- The Flood Resiliency Master Plan is partially funded by a \$75,000 grant from Maryland Department of Natural Resources, \$179,000 in technical support from Army Corps of Engineers (50 percent cost-share) and \$700,000 for Flood Mitigation Assistance Grant from Maryland Department of Emergency Management/FEMA. (M-13)
- Continued to partner with the Montgomery County Green Bank (MCGB) and the Chesapeake Bay Trust to leverage additional funding for the Flood Mitigation Assistance Program (FMAP) and remove the barrier of upfront investment for low- and moderate-income property owners in 2025. The program provides up to 50 percent of the costs of projects up to \$5,000 per property and reimbursed \$24,763 for 14 flood mitigation projects at 10 properties. (C-20)
- Rockville completed a draft of the Emergency Operations Plan (EOP), a multidisciplinary, all-hazards plan that establishes a comprehensive framework for the management of major emergencies and disasters within the city. (M-11)

Public Engagement and Oversight

- In FY 2025 and to date in FY2026, the city was awarded more than \$1.9 million in grants and rebates to support LED streetlight conversions, solar development, electric vehicle charging infrastructure, tree planting at RedGate, electric senior center buses, facility energy upgrades, and flood resiliency master planning. (M-15)
- Published 11 issues of the Environment & Sustainability newsletter, which rose to 3,404 subscribers. Newsletters included flood resiliency planning, rebate opportunities, native habitat and gardening tips, flooding resources, events and general pollution prevention. (C-25)
- Launched a new email newsletter for Rockville commercial property managers. Published 4 issues of the Sustainability Scoop newsletter, with 188 total subscribers, featuring environmental regulation reminders, training opportunities, and environmental news for property managers. (C-25)
- Hosted 4 virtual Climate Solution education sessions attended by 89 participants and participated in 16 in-person outreach events. (C-25)

Definitions and Acronyms

Carbon Dioxide Equivalent: A unit of measure used to compare the emissions from various greenhouse gases based upon their global warming potential. Carbon dioxide equivalents are commonly expressed as "million metric tons of carbon dioxide equivalents (MMTCO₂Eq)." The carbon dioxide equivalent for a gas is derived by multiplying the tons of the gas by the associated global warming potential.

Climate: The "average weather," or the statistical representation of weather patterns over decades to thousands of years described by variables such as temperature, precipitation, and wind.

Climate Change: Climate change refers to any significant change in the measures of climate lasting for an extended period. Climate change includes major changes in temperature regimes, precipitation intensity, or wind patterns, among others, that occur over several decades or longer.

Electric Vehicle (EV): A vehicle that gets all its power from batteries and electric motors. It contains no internal combustion engine (ICE). The electric motor uses batteries that are recharged by plugging in to an electric power source (a wall socket or EV charger).

Electrification: Converting appliances, HVAC equipment, vehicles, or landscaping equipment that run on fossil fuels to electricity-powered or rechargeable battery-powered versions. Due to Maryland's relatively clean energy grid, electric equipment produces fewer greenhouse gas emissions and allow for renewable energy substitution. Sometimes referred to as "decarbonization."

Energy Use Intensity (EUI): The measurement of the energy used per square foot per year. It is calculated by dividing the total energy consumed by the building in one year (measured in thousand Btu, kBtu) by the floor area of the building.

Equity: Meeting people and communities where they are and allocating resources and opportunities as needed to create equitable outcomes for all community members.

Fossil Fuels: A general term for fuels derived from organic materials formed from decayed plants and animals such as coal, methane (natural gas), gasoline, diesel, heating oil, or propane.

Greenhouse Gas Emissions (GHG): The atmospheric gases emitted by human activity (burning or leaking fossil fuels, land use change, and certain chemicals) responsible for causing the majority of recent observed climate change. The main human-caused GHGs are carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O). Less prevalent -- but powerful -- are hydrofluorocarbons

(HFCs), perfluorocarbons (PFCs) and sulfur hexafluoride (SF6). Greenhouse gas emissions are sometimes referred to as “carbon emissions” since carbon dioxide is the most prevalent.

Heat Island: The tendency for higher air temperatures to persist in urban areas because of heat absorbed and emitted by buildings and asphalt, tending to make cities warmer than the surrounding rural areas.

LED: Light-emitting diode. LEDs are a type of highly energy efficient light bulb that use about 50% less energy than fluorescent bulbs and 1/6th as much energy as incandescent bulbs.

Mitigation: In the context of climate change, a human intervention to reduce the sources or enhance the sinks of greenhouse gases. Examples include energy efficiency for industrial processes or electricity generation, switching to solar energy or wind power, improving the insulation of buildings, reducing leaks and switching to low GWP chemicals, and expanding forests and other "sinks" to remove greater amounts of carbon dioxide from the atmosphere.

Plug-In Hybrid Electric Vehicle (PHEV) or Plug-In Hybrid: Uses an electric motor and gas engine to operate. Its electric motor uses batteries that are recharged by plugging in to an electric power source (a wall socket or EV charger). The gas-powered motor can work together with the electric motor, or separately on its own, to power the powertrain.

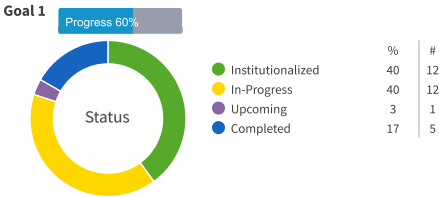
Resilience: Capability to anticipate, prepare for, respond to, and recover from significant multi-hazard threats with minimum damage to social well-being, the economy, and the environment.

Historically Excluded Community: A community that is not represented in City or local leadership proportionately to its demographic percentage of the total City population.

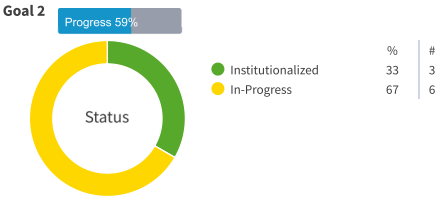
Vulnerability: The degree to which a system is susceptible to, or unable to cope with, adverse effects of climate change, including climate variability and extremes. Vulnerability is a function of the character, magnitude, and rate of climate variation to which a system is exposed, its sensitivity, and its adaptive capacity.

Weather: Atmospheric condition at any given time or place (wind, temperature, humidity, atmospheric pressure, cloudiness, and precipitation). In most places, weather can change from hour-to-hour, day-to-day, and season-to-season.

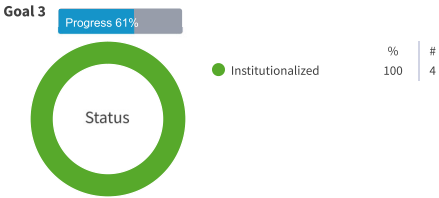
Plan Summary



REDUCE GREENHOUSE (GHG) EMISSIONS Reduce GHG emissions from the community and municipal government operations to at least 50 percent below 2005 levels by 2030 to be on track to reach net zero by or before 2050.



RESILIENCY Improve the capacity of our community, homes, businesses, and natural environment to prevent, withstand, respond to, and recover from climate change impacts such as rising temperatures, more frequent and intense heat waves, heavy rainfall, and severe storms.



PUBLIC ENGAGEMENT AND OVERSIGHT Incorporate equity in implementation and conduct inclusive engagement to reduce environmental disparities and protect and empower vulnerable communities.

Goal 1 Progress 80%

REDUCE GREENHOUSE (GHG) EMISSIONS

Reduce GHG emissions from the community and municipal government operations to at least 50 percent below 2005 levels by 2030 to be on track to reach net zero by or before 2050.

Category: 5

Action: 30

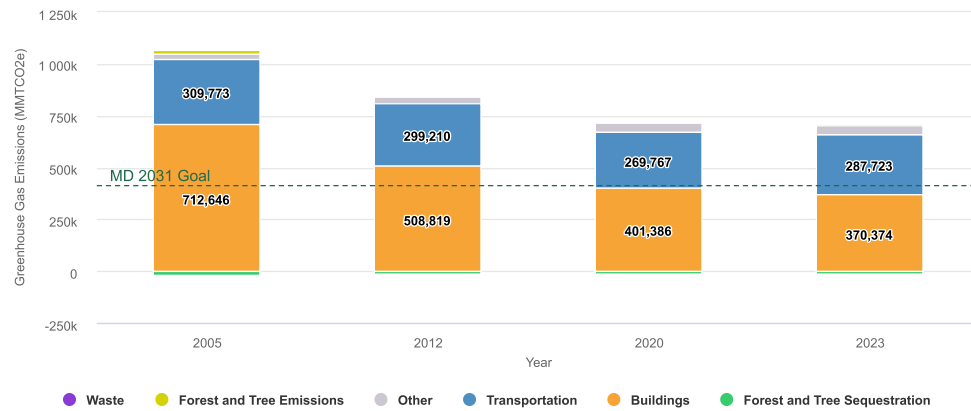
	%	#
Institutionalized	40	12
In-Progress	40	12
Upcoming	3	1
Completed	17	5

Progress Highlights: Although this is Rockville's first official Climate Action Plan, many projects, programs, and policies have been implemented over the past fifteen years to reduce greenhouse gas emissions from community and municipal operations. Since the plan's adoption, the Maryland General Assembly has established a more ambitious goal to reduce greenhouse gas emissions by 60 percent from 2006 levels by 2031, and to achieve net zero by 2045.

- Community Greenhouse Gas (GHG) Emissions:** The Metropolitan Washington Council of Governments (MWCOC) compiles regional data and generates greenhouse gas emissions inventories for 24 local governments. Due to the extensive data and resources required to create these inventories, MWCOC releases them approximately every three years. The most recent inventories, covering 2023 emissions, were released in 2025.
 - Between 2005 and 2023, Rockville reduced its net greenhouse gas emissions by 34 percent—outpacing the overall Metropolitan Washington region, which achieved a 20 percent reduction over the same period. The largest contributors to emissions remain energy use in buildings and transportation.
 - In 2023, Rockville's per capita emissions averaged 10.1 metric tons of carbon dioxide equivalent (MTCO₂e) per person, slightly below the regional average of 10.5 MTCO₂e per person.
- Municipal Building Greenhouse Gas (GHG) Emissions:** Emissions associated with electricity and natural gas used by Rockville-owned and operated buildings, parks, streetlights, traffic lights, and utilities increased by 3% between 2024 and 2025, although emissions decreased by 13% between 2022 and 2025. The slight increase in annual emissions reflects post-pandemic growth in operations and renovations and occupancy of the northern wing of the city's newest facility Taft Center, a three-story office building of approximately 55,350 square feet. Estimates do not include fleet emissions (tracked separately in M-06).

(G-01) Rockville Community Greenhouse Gas Emissions Trends

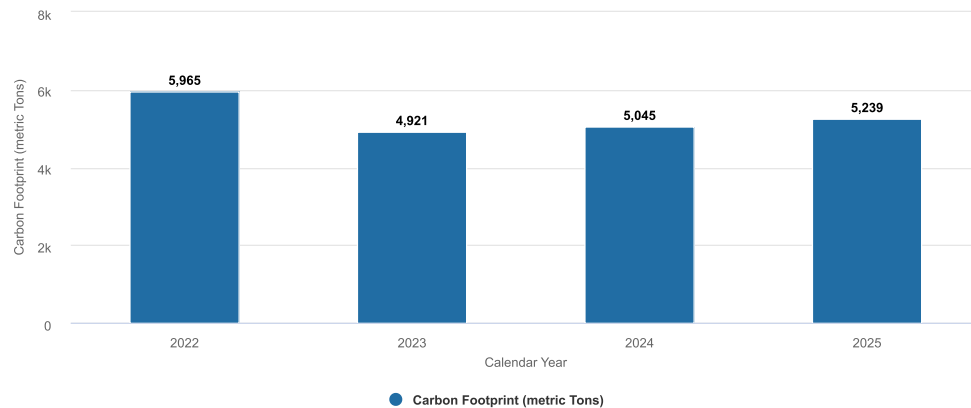
(G-01) Rockville Community Greenhouse Gas Emissions Trends



Estimates from the Metropolitan Washington Council of Governments (MWCOC). Other: Hydrofluorocarbons (89%) and Methane (11%) Fugitive Emissions

(G-01) Rockville Municipal Greenhouse Gas Emissions Trends

Action (G-01): Municipal Building and Property Greenhouse Gas Emissions



Includes emissions from electricity and natural gas accounts for Rockville-owned and operated facilities, parks, streetlights, traffic lights and utilities. Does not include Fleet.

Category 1.1 Progress 62%

Energy Efficiency

Increase energy conservation and efficiency and reduce fossil fuel use in all existing and new buildings and infrastructure.

Action: 9

	%	#
Institutionalized	22	2
In-Progress	56	5
Completed	22	2

Community - 01

Advocate for Montgomery County to adopt a Building Energy Performance Standard (BEPS) for existing commercial and multifamily buildings.

Progress Highlights: Maryland and Montgomery County have adopted Building Energy Performance Standards (BEPS) regulations that require certain building owners to submit annual energy benchmarking reports and make building improvements over time to meet established performance standards.

- Maryland’s Building Energy Performance Standards (BEPS), codified at COMAR 26.28.02, took effect on December 23, 2024. The regulation applies to commercial and multifamily buildings 35,000 square feet and larger statewide. Covered buildings must annually report energy data to the Maryland Department of the Environment and meet statewide energy performance requirements over time.
- Montgomery County’s BEPS applies to most buildings 25,000 square feet and larger and requires annual whole-building energy benchmarking, as well as compliance with interim and final energy efficiency standards by specified deadlines. As an alternative, owners may submit a Building Performance Improvement Plan. The Montgomery County Council approved the BEPS regulations on February 25, 2025, establishing building-type-specific performance standards capped at no more than a 30 percent reduction from each building’s baseline energy use intensity (EUI), defined as energy used per square foot per year. Buildings that comply with Montgomery County’s more stringent, locally adopted BEPS requirements are generally deemed compliant with Maryland’s statewide BEPS.

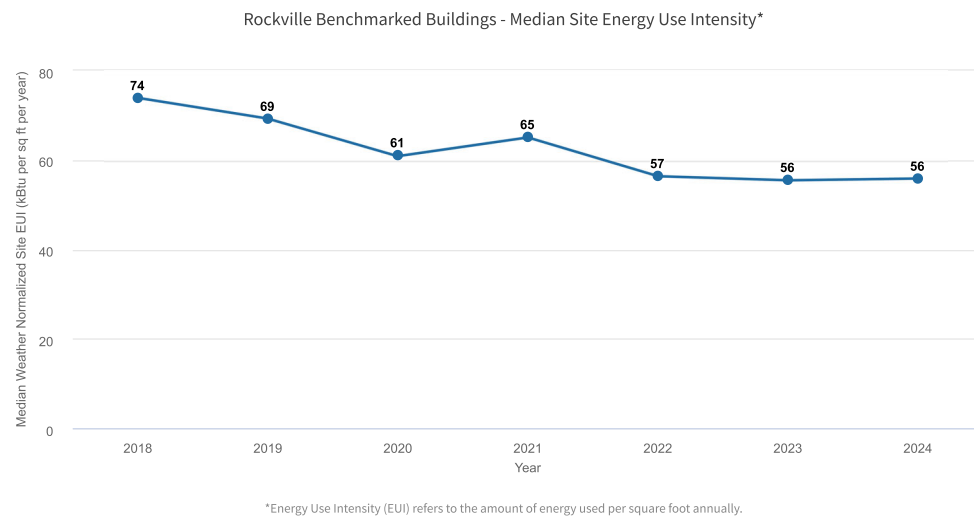
Next Steps: Owners of buildings covered by BEPS will need to make energy improvements to meet site EUI standards by the interim and final deadlines. The city will evaluate the BEPS requirements for covered city-owned buildings and work with energy consultants and contractors to develop and implement strategies to meet compliance deadlines (see Action M-1).

Equity: Montgomery County and Maryland are developing incentive and financing programs to help building owners invest in energy improvements, building on existing programs and leveraging federal funding sources. Programs include but are not limited to the MD PACE program, EmPOWER Maryland, the Department of Housing and Community Development energy programs, and the Montgomery County Green Bank. The Green Bank also provides a Technical Assistance Program to help building owners complete energy benchmarking, data verification, and building energy assessments. The County is exploring additional technical assistance programs as well as direct assistance for under-resourced sectors.

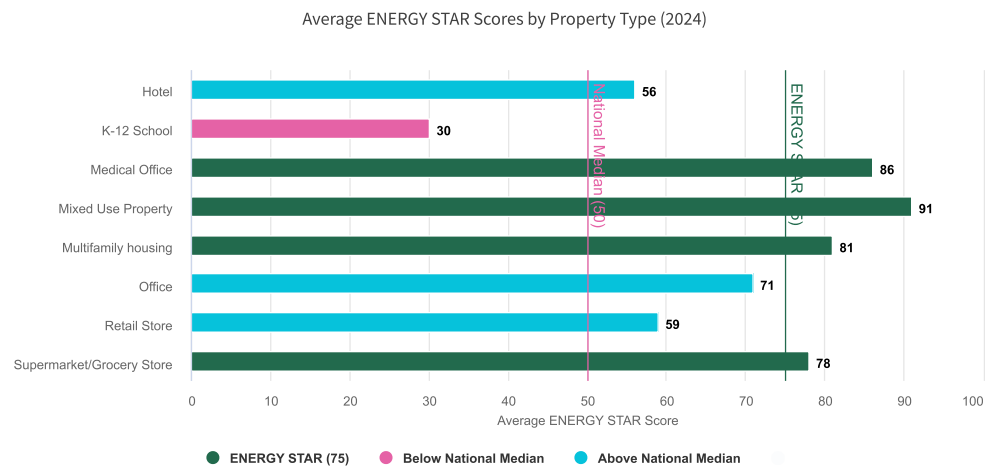
Metric: Approximately 245 buildings in Rockville are required to report building energy benchmarking data annually to Montgomery County to demonstrate energy performance over time. [Montgomery County shares reported data](#), which typically lags by one calendar year. Key metrics for assessing building performance over time include:

- Energy use intensity, or EUI, expressed as energy used per square foot per year. Essentially, the EUI expresses a building’s energy use as a function of its size or other characteristics. EUI is calculated by dividing the total energy consumed by a building in one year (including electricity, natural gas, heating oil, etc., measured in kBtu or GJ) by the total gross floor area of the building (measured in square feet or square meters). Weather Normalized Site Energy Use Intensity (EUI) normalizes a building’s consumption using 30-year average weather conditions. Lower site EUI equals better performance; however, some property types are more energy intensive by nature of their operations. The median weather normalized site EUI for all reported Rockville buildings decreased by 25% between 2018 and 2024; and 2% over the last year.
- The ENERGY STAR score is a measure of how well a property is performing relative to similar properties, when normalized for local climate and operational characteristics. A higher ENERGY STAR score equals better performance. A score of 50 indicates that a building is performing at the national median, taking into account its size, location, and operating parameters. A score of 75 indicates that a property is performing in the 75th percentile and may be eligible to earn ENERGY STAR Certification (green). The 2024 average ENERGY STAR scores indicate which property types in Rockville are performing above (blue) or below (pink) the national median.
- In 2025, the Montgomery County Green Bank facilitated financing for 2 commercial solar loans, 70 subsidies to assist commercial buildings with BEPS compliance, 2 energy audit subsidies, and 2 commercial resiliency loans.

(C-01) Building Energy Use



(C-01) Average ENERGY STAR Score by Property Type



The ENERGY STAR score is a measure of how well a property is performing relative to similar properties. A higher score indicates better energy performance.

Action 1.1.2

In-Progress

Progress 50%

Community - 02

Expand the low and moderate income (LMI) home repair and weatherization program to increase energy efficiency, resiliency, and renewable energy opportunities.

Progress Highlights: Rockville continued to seek and promote services for low- and moderate-income (LMI) residents and small businesses for energy efficiency, electric appliances, solar panels, and electric vehicle charging stations. This work entailed community outreach in coordination with the Department of Housing and Community Development, and assisting Rockville Housing Enterprises to identify available programs and resources.

Projects highlights include:

- Continuing to promote LMI energy efficiency programs through social media, Rockville Reports, the Environment & Sustainability Newsletter, tabling materials, and when working with assistance applicants.
- Continued coordination to support and promote Montgomery County's Healthy, Efficient, Electrified, Climate-Adapted Pilot (HEECAP) Grant Program. The HEECAP program fills a gap by providing funding to implement critical health and safety projects so that low-income homes can be eligible for other energy upgrades. The Mayor and Council submitted letters of support for Montgomery County's application for Congressionally Directed Spending to fund expansion of the HEECAP program. In FY 2025, Building Change, Inc. and Habitat for Humanity Metro Maryland received HEECAP funding to serve homes in Rockville and Montgomery County. HEECAP projects in Rockville accounted for approximately \$78,500, from June 2024 through December 2025. The bulk of the cost was for roof replacements. Other projects included induction stoves, mold remediation and HVAC electrification.
- RHE is coordinating with Habitat to provide energy efficient electric appliance upgrades for 10 of their single unit homes, with 8 completed and another 2 in progress.
- Staff participated in the Housing Action Team to seek ways to educate property owners about discount programs for multi-unit housing.
- Rockville had partnered on the Maryland Clean Energy Center's EPA Solar for All LMI solar grant application which was awarded. Although this grant fund is currently frozen, the Montgomery County Green Bank offers financing through its other funding sources for LMI residents and businesses.

Issues: Federal funding on many clean energy programs is tied up in legal actions, affecting Inflation Reduction Act rebate programs that would have been offered through Maryland - the HOMES Residential Energy efficiency Rebate Program and the High-Efficiency Electric Home Rebate Program, both of which would have offered much higher discounts for low-income residents. Still, Maryland, County, and utility programs are funded and providing services. Solar funding is predicated on conducting an energy audit and sealing drafts and increasing insulation, which is less popular than solar, EV charging, and electric appliances. Higher electricity rates may make energy efficiency work become more urgent and appealing.

Next Steps: Recognizing the barriers for residents to access existing energy efficiency and renewable energy programs, staff is seeking solutions that involve more direct assistance rather than loans and seeking ways to engage landlords and residents and connect them with technical assistance.

Maryland and Pepco have offered state funding for low-and moderate-income energy upgrades at multi-family properties. Rockville will continue to work with partners to connect residents with these ongoing funding opportunities and educate landlords and property owners.

Equity: This action is focused on programs for low-and moderate-income residents, which tend to have disproportionate representation from Black, Hispanic, Indigenous, immigrant, English language learners, seniors, disabled, or other historically excluded groups.

Community - 03

Progressively strengthen green/energy conservation building codes for new construction to reach net zero or equivalent.

Progress Highlights: In 2025, the city drafted amendments to the Green Building Regulations (Article XIV of Chapter 5) which consists of the International Green Construction Code (IgCC) (advancing from the 2015 version to 2021) which applies to commercial buildings, and the National Green Building Standard (NGBS) (2018 to NGBS 2020) which applies to single unit homes to triplexes. These codes were adopted by Mayor and Council in early 2026.

Previously, energy-related local amendments for new construction and major renovations were integrated into the 2021 International Energy Conservation Code (IECC) (Chapter 5, Article VIII) which became effective December 1, 2024. These amendments included:

- Solar-ready wiring and space reserved on commercial rooftops (with exceptions)
- Storage-ready wiring and space reserved in commercial buildings to enable battery energy installation
- Electrification-ready backup electrical outlets for any gas appliances, such as stoves, dryers, or HVAC systems to enable low-cost future electrification
- Grid interactive controls for thermostats and commercial water heaters
- Optional performance-based calculation for energy efficiency compliance
- Electric vehicle charger installation requirements:
 - Parking lots serving most new/renovated commercial buildings must install 2% of parking spaces with Level 2 chargers, and 8% with EV-ready wiring (to enable quick and lower-cost expansion if needed)
 - Parking lots serving multi-unit apartments, condominiums, hotels/motels must include EV chargers installed in 10% of parking spaces and EV-ready wiring in 10% of spaces.

Issues: The city provided letters of support to partner with Montgomery County on a net-zero building code grant which they were awarded in 2025. The grant will assist the city and the county in developing codes, training inspectors, and training the development community to prepare for future net zero building codes over the next 7 years. Although the award is still considered active, the process to implement it has been slowed by federal program cuts.

Next Steps: The city will continue to review and adopt updated building codes on a three-year cycle that involves three stages: the national model code publication by the International Code Council (ICC), State of Maryland code adoption, and finally local code adoption. Green/energy conservation building codes are intended to gradually strengthen in each of the amendment cycles that adopt the 2021 (completed), 2024, 2027 and 2030 ICC codes. The City adopts the voluntary above-and-beyond green and energy-related building codes and amends them to tailor locally and strengthen them to improve local building energy modernization.

Equity: Development review permit fees were adjusted to incentivize redevelopment and to ensure equitable application. Additionally, the city waived permit fees directly associated with the residential installation of solar photovoltaic systems, electric vehicle charging stations, and energy-efficiency heating and cooling upgrades in honor of Earth Month in April of 2025. Efforts are ongoing to reduce the burden associated with the permitting process, improve communication of requirements, and provide education to constituents.

Community - 04

Opt into Montgomery County's point of sale energy disclosure (Chapter 40, Real Property, Section 40-13B).

Progress Highlights: Continued implementation of the ordinance requiring Montgomery County's point of sale radon testing and home energy disclosure requirements. This law went into effect on January 1, 2023 and is enforced by Montgomery County's Office of Consumer Protection. The law applies to owner-occupied single-family homes and condos which are individually metered by electricity and natural gas utilities. Before signing a contract, the seller of the home must provide copies of applicable electricity, gas, and home heating bills, or cost and usage history for the twelve months prior to the sale, along with information on residential energy efficiency opportunities.

Next Steps: Continue outreach and education.

Equity: Montgomery County provides [information on residential energy efficiency improvements, incentives and financing options](#).

Community - 05

Expand the home energy efficiency outreach program to increase participation in utility energy audits and rebates.

Progress Highlights: Promoted various home energy incentive programs available to Rockville residents to help them complete energy assessment and upgrades:

- Published multiple social media and Rockville Reports promotions involving Pepco's home energy programs, Montgomery County Energy Connection, and Montgomery County's Electrify MC program for electrification discounts and Help Desk (see Action Community-06).
- Shared information on Tax Credits for solar, electric vehicles, chargers, and home energy efficiency in Rockville Reports and the Environment and Sustainability e-newsletter, available through Dec. 31, 2025.
- Updated Climate Incentives webpage to highlight all of the rebates and incentives available to Rockville residents to adapt to federal residential energy tax credits expiring.
- Pepco also promoted programs at Rockville Science Day, Montgomery County Greenfest and with a multi-cultural campaign on social media.
- Montgomery County Green Bank facilitated 29 residential energy efficiency loans with the Clean Energy Credit Union.

Issues: While County and Pepco programs are continuing, federal tax credits ended December 31, 2025, and there is uncertainty regarding other programs going into the future. The federal Inflation Reduction Act rebates administered by the state for electric appliances, panel upgrades and deep home energy efficiency are on hold. Regardless, energy efficiency is always a good economic investment and is made even more accessible by state and utility discount programs.

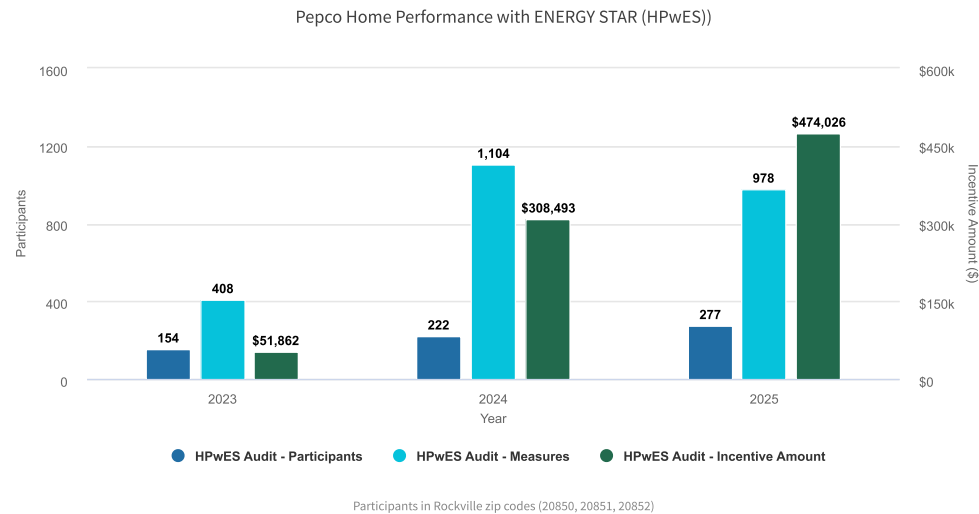
Next Steps: Continue to monitor new programs and promote electrification, utility home programs, rebates and tax credits programs.

Equity: Energy program outreach materials feature information for Income Eligible Energy Efficiency Programs to assist low-to-moderate income (LMI) households. See Action C-02 for a special emphasis on LMI energy programs. Reducing energy use will help address energy burden and climate change which disproportionately impacts low-income residents, the those with disabilities, seniors, and Black, Indigenous, and People of Color.

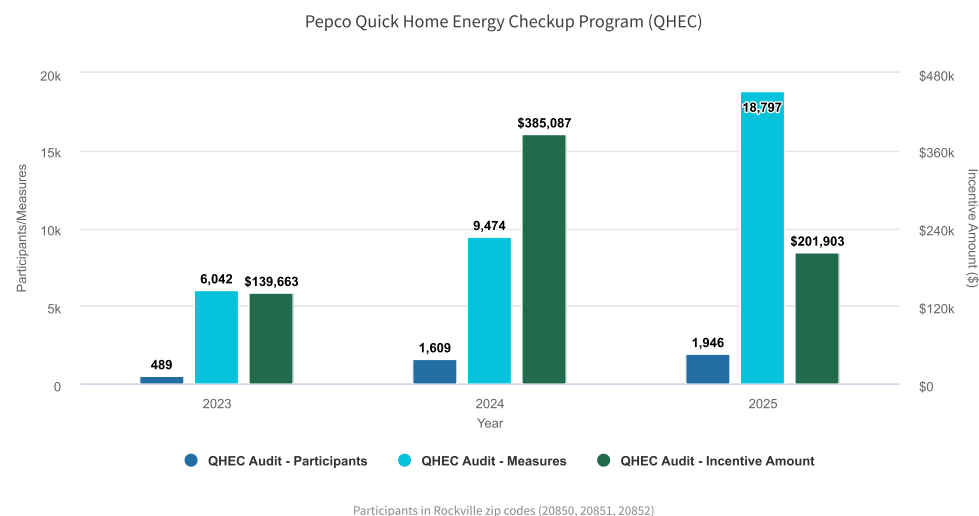
Metric: Pepco reports zip-code level information for customer participation in their residential energy efficiency incentive programs. Data reported for zip codes primarily serving Rockville (20850, 20851, 20852) includes:

- Home Performance with ENERGY STAR Program (HPwES) provides a detailed home energy assessment and diagnostic testing with up to \$10,000 in rebates for completing eligible projects. 2025 participation included 277 households (23% increase), which implemented 978 energy efficiency measures, receiving \$474,026 in incentives with an estimated lifecycle greenhouse gas savings of 858 metric tons CO2 equivalent.
- Quick Home Energy Check-up Program (QHEC) provides visual inspections and installation of energy-savings projects at no cost to Pepco customers. Participation included 1,604 households (21% increase), which implemented 18,797 energy efficiency measures, receiving \$201,903 in incentives with an estimated lifecycle greenhouse gas savings of 1,266 metric tons CO2 equivalent.

(C-05) Pepco Home Performance with ENERGY STAR Program - Overview



(C-05) Pepco Quick Home Energy Checkup Program - Overview



Action 1.1.6 Institutionalized Progress 50%

Community - 06

Coordinate with Montgomery County on electrification incentives for existing building systems.

Progress Highlights: Montgomery County continued to administer the pilot home electrification program, **Electrify MC**. Rockville residents are eligible for County technical assistance via a "Help Desk" and incentives to help transition home systems from fossil fuels to electricity (e.g., cooking, hot water, heating, and cooling, etc.). The program provides convenient up-front discounts on equipment. Participants are also guided to conduct an energy audit through Pepco's Home Performance with ENERGY STAR and to pursue Pepco energy efficiency rebates. The program received additional funding in 2025.

The city and the Environment Commission hosted a table at Electrify DC's Healthy Homes Fair to conduct outreach regarding the benefits of energy efficient electric appliances. The event was advertised on the city website and social media.

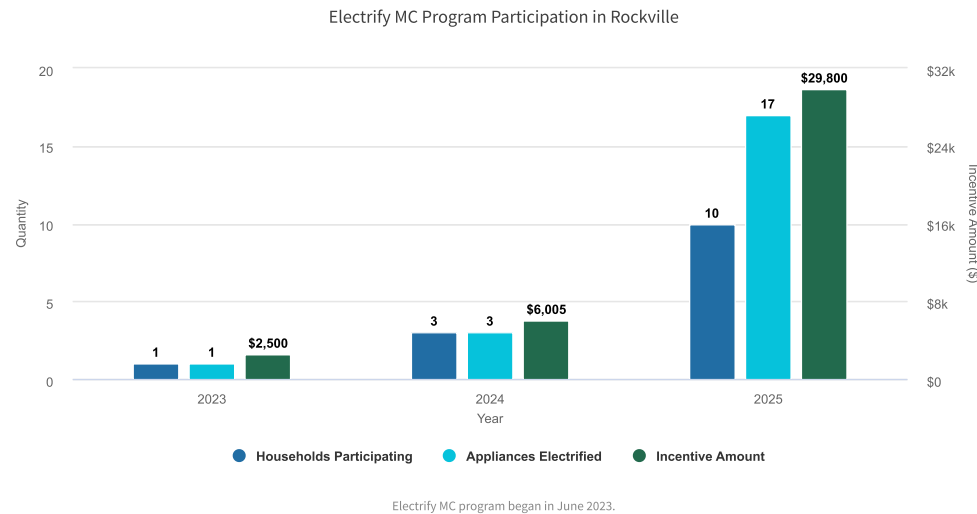
Issues: Electrify MC currently only has one contractor and incentives require that the new electric appliances replace fossil fuel-powered appliances. Inflation Reduction Act (IRA) Tax Credits and MEA's IRA rebate programs are no longer available.

Next Steps: Continue to promote the County's and IRA programs to reach new diverse participants.

Equity: Electrify MC provides upfront discounts which reduces the upfront cost and hassle of rebates. Materials are also provided in Spanish. Electric appliances particularly benefit the health of those living in smaller dwellings and people with asthma or other health problems.

Metric: Ten Rockville homes electrified 17 appliances and received a total of discounts valued at \$29,800, nearly 5 times higher than in 2024, through the Electrify MC program in 2025.

(C-06) Electrify MC Participation



Action 1.1.7

In-Progress

Progress 40%

Municipal - 01

Complete energy assessments of City facilities and develop a strategic plan to reduce facility energy consumption.

Progress Highlights: The city has been making incremental energy improvements over time, prioritizing the largest and highest energy-consuming facilities to maximize energy savings and greenhouse gas reductions. In 2025, the city completed the following energy efficiency projects:

- A consultant completed an energy audit and Building Efficiency Performance Standards (BEPS) Compliance Report of the Swim and Fitness Center. Findings will be utilized to help the facility meet Montgomery County's interim standard for the building.
- As required by Montgomery County's Building Energy Benchmarking and Performance Standards Law, the city submitted building energy benchmarking data for City Hall, Rockville Swim and Fitness Center, and the Senior Center. The County granted a benchmarking waiver to 6 Taft because the building was not occupied for the full year.
- In partnership with Pepco and MEA, the City completed Light Emitting Diode (LED) retrofits across four facilities, totaling 1,022 LED upgrades and leveraging \$188,266 of outside funding:
 - Thomas Farm Community Center: Replaced 222 lights with energy efficient LED's leveraging \$9,823 from MEA and \$52,988 from Pepco. The upgrades include improved gymnasium and parking lot lighting.
 - Croydon Creek Nature Center: Replaced 130 lights with energy efficient LED's leveraging \$5,262 from MEA and \$20,869 from Pepco. The lighting upgrades include energy saving occupancy sensors throughout the facility and improved outdoor lighting conditions for the public.
 - F. Scott Fitzgerald Theatre: Replaced 395 lights with energy efficient LED's leveraging \$9,915 from MEA and \$35,454 from Pepco. The lighting upgrades improve lighting conditions throughout the facility for staff and the public.
 - Rothgeb Maintenance Facility: Replaced 275 lights with energy efficient LED's leveraging \$16,365 from MEA and \$37,590 from Pepco. The lighting upgrades include significantly improved lighting conditions for staff across the City's vehicle maintenance shop bays where fleet vehicles undergo routine and emergency maintenance.
 - These projects were made possible in part through funding provided by MEA under its FY24 Maryland Smart Energy Communities (MSEC) Grant Program - Clean Energy for Local Governments (CELG). The MSEC CELG program supports Maryland municipalities and counties in implementing long-term, smart energy policies and infrastructure investments. Grants help local governments reduce energy consumption, improve operational efficiency, increase renewable energy adoption, and lower greenhouse gas emissions. The program advances MEA's mission to promote affordable, reliable, and cleaner energy for all Marylanders.

Issues: Staff monitored proposed building energy regulations and outside funding opportunities to strategically plan future audits and improvements. Montgomery County's BEPS regulation was adopted in February of 2025. BEPS establishes the net direct greenhouse gas emissions and/or site Energy Use Intensity (EUI) standards for different building types in excess of 25,000 sq. ft. to be achieved by interim and final deadlines. The city will work with energy consultants and contractors to develop BEPS facility energy assessments and compliance plans for covered facilities.

Next Steps: Continue the different phases of facility energy audits and improvements; including developing a BEPS compliance strategy, seeking grant funding for future energy efficiency audits and projects, and implementing projects at the following locations:

- Police Station: Replace approximately 416 interior CFL fixtures with energy efficient LED fixtures and tubes. Replaced fixtures will be paired with occupancy sensors to modernize and improve occupant light controls for maximized energy savings. (Project completed in February 2026)
- Monitor opportunities to leverage grant funding and Pepco rebates to implement energy efficiency improvements at other facilities.
- City Hall: Conduct an energy audit and BEPS compliance report.
- Swim and Fitness Center: Develop a BEPS Building Performance Improvement Plan (BPIP) based on completed energy audit and compliance report to meet interim Montgomery County standard.
- 6 Taft: Continue benchmarking for future BEPS compliance.
- Senior Center: Monitor and maintain energy performance. The facility meets final Montgomery County BEPS standard presently.

Metric: The table summarizes the largest, highest energy-consuming facilities, the status of energy efficient lighting assessments and upgrades, and the status of energy audits and plans for future BEPS compliance

(M-01) Facility Energy Audits and Projects

Facility	Size (sf)	Lighting Audit	LED Lighting Conversion	Building Energy Audit	Lighting Conversion Status
City Hall	51,848	Complete	Completed 2023- Floors 1 and 3 Completed 2022- Floor 2 Completed 2018 - Parking lot	Pepco Tune-up (2022) Energy Audit (2026-2027) Planning for BEPS compliance (Interim 2028)	Complete
Swim and Fitness Center	46,171	Phased	Future- Other interior spaces Planned - outdoor pool Completed 2020 - Locker room Completed 2016 - Indoor pools Completed 2016- Parking lot	Energy Audit (2024-2025); Planning for BEPS compliance (Interim 2030)	Phased
Senior Center	39,170	Complete	Completed 2024 - Interior and Exterior	BEPS Compliant - (Final 2035)	Complete
6 Taft Court	55,350	Phased	Completed 2025 (North Wing) Future (South Wing)	Planning for BEPS compliance (Benchmarking)	Phased
Water Treatment Plant (main building)	8,100	Complete	Completed 2024 (facility renovation)	Completed in 2018 as part of building renovation	Complete
Lincoln Park Community Center	12,516	Complete	Completed 2021		Complete
Twinbrook Community Center	15,740	Complete	Completed 2024 (Interior and Parking lot)		Complete
Thomas Farm Community Center	18,086	Complete	Completed 2025 (Interior and Parking lot)		Complete
F. Scott Fitzgerald Theatre	24,100	Complete	Completed 2025		Complete
Rothgeb Maintenance Facility (multiple structures,)	62,400	Phased	Phased Completed 2024 - Fleet exterior Completed 2025 - Fleet interior		Phased
Glenview Mansion	24,483	Phased	Phased with renovations (pending availability of historic fixtures)		Phased
Recreation Services Building	17,000	Future	Future renovation (2033)		Future
Police Station - Annex + Old Post Office	26,198	Complete	Completed 2026		Complete
Croydon Creek Nature Center	7,250	Complete	Completed 2025 (Interior and Parking Lot)		Complete

Action 1.1.8

In-Progress

Progress 81%

Municipal - 02

Convert City-owned streetlights to energy efficient LED (light-emitting diode) (CIP TA22).

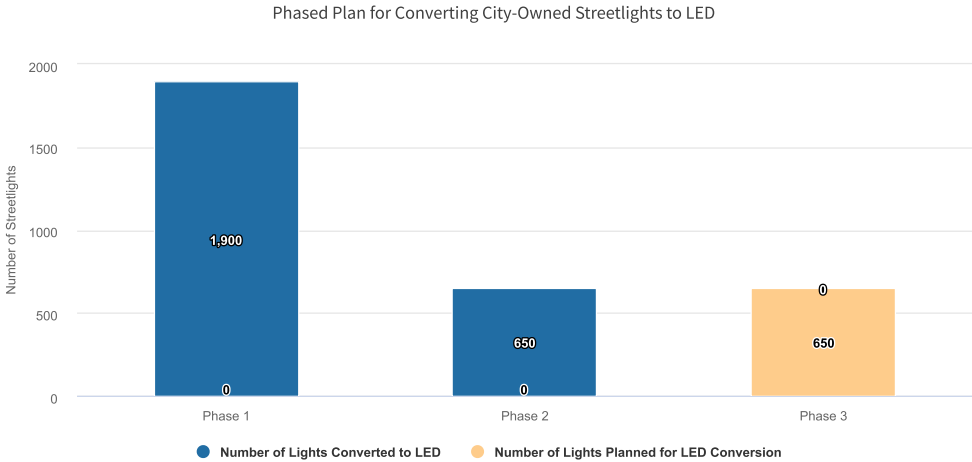
Progress Highlights: The LED Streetlight Conversion Program (CIP TA22) replaces approximately 3,200 city-owned streetlights with energy efficient LED in three phases. Phase 1 was completed in October 2024, replacing approximately 1,900 lights with LED fixtures. The Phase 2 project converted 647 lights and was completed in September 2025.

Next Steps: The contract for Phase 3 is expected to be awarded with the work expected to be completed by the end of 2026. Phase 3 will replace approximately 650 lights.

Grants: Phase 1 received a \$445,750 Streetlight and Outdoor Lighting Efficiency grant from the Maryland Energy Administration (MEA) and \$224,875 in Pepco EmPowerMD rebates. Phase 2 received a \$124,600 grant from MEA and \$97,050 in Pepco rebate funds. The Phase 3 project also has an MEA grant with awarded value of \$130,600, and it is expected this phase will also receive EmPowerMD rebates.

Metric: The number of streetlights converted during each phase is tracked over time to assess progress. By the end of 2025, approximately 2,550 streetlights (100% of phases 1 and 2) were converted to LED.

(M-02) LED Streetlight Replacement Status



Action 1.1.9 In-Progress Progress 25%

Municipal - 03

Advocate for a Pepco-owned streetlight LED conversion agreement that serves the public interest.

Progress Highlights: Rockville staff continues to monitor any progress and advocate for LED streetlight conversion of Pepco owned lights in the City. Close to half of Rockville's more than 6,000 streetlights are owned and maintained by Pepco and their electricity use is billed to the City. These streetlights are primarily overhead cobra-style fixtures with mercury vapor or high-pressure sodium light sources. Pepco had inquired in early 2025 to jurisdictions about preferences for billing associated with an LED conversion of their lights. Option 1 that they offered would be to pay for the conversion through monthly invoicing while the other option is to pay through a onetime contribution in aid of construction. Currently, no resolution or planned implementation period has been finalized.

Next Steps: Coordinate with Pepco to further understand their proposed tariff schedules and estimate budget implications for the different options. Continue to track Pepco's developing plans, Maryland legislation, and Public Service Commission actions and comment when appropriate. It is worth noting that Pepco staff has been engaging with all jurisdictions in their service areas on assignment of existing lights for each of its customer's inventories. This was a directive of the PSC and has taken much effort from all parties involved.

Category 1.2 Progress 52%

Renewable Energy

Increase the generation, use and access to affordable, reliable, and clean energy systems.

Action: 5

	%	#
Institutionalized	40	2
In-Progress	60	3

Action 1.2.1 In-Progress Progress 50%

Community - 07

Advocate to increase the Maryland Renewable Portfolio Standard by 2030.

Progress Highlights: Maryland's Renewable Portfolio Standard (RPS) was established to capture the economic, environmental, and security benefits of renewable energy. The RPS seeks to establish a market for renewable energy in Maryland and lower the cost of obtaining electricity generated from renewable sources. The program does this by gradually increasing the amount of renewable energy electricity suppliers must procure from renewable sources by 2030 to 50 percent. The Mayor and Council continued to advocate for legislation in the 2025 Maryland General Assembly that would strengthen the RPS and renewable energy production. The Mayor and Council provided testimony in support of the Abundant, Affordable Clean Energy Act of 2025 which ultimately was not enacted; however, the battery storage provisions were included in a separate bill, the Next Generation Energy Act, which was enacted.

Next Steps: Continue to advocate for energy efficiency, renewable energy, and storage to support a clean-powered electric grid.

Equity: This action to reduce greenhouse gas emissions protects historically excluded communities since they bear higher burdens from climate change and air pollution.

Action 1.2.2 In-Progress Progress 67%

Community - 08

Coordinate with Montgomery County on development of the Community Choice Energy Program to aggregate green power purchasing.

Progress Highlights: After supporting the initiation of the Community Choice Energy (CCA) program, the city has been monitoring the program development progress. The County Council approved Bill 27-25 to establish Community Choice Aggregation (CCA) on October 21, 2025. The County's Community Choice Aggregator program will allow the County to negotiate a "greener" electricity contract in bulk on behalf of all account holders. The legislation calls for the County Department of Environmental Protection (DEP) to develop the details of the program and to prioritize sustainability, availability, and affordability in doing so.

Issues: This is a complex program that impacts many customers that requires thoughtful program design.

Next Steps: The next steps are for the County to develop policies and procedures to run the program. The program will need to be approved by the Maryland Public Service Commission. The City will continue to monitor the program's development and coordinate as needed.

Equity: A county-wide purchase on behalf of customers would reduce supplier choice misinformation and simplify participation in green power programs. Any cost changes should consider equity in their structure. The County intends to conduct extensive outreach during the development of the CCE to ensure that it is informed by community values and that special attention is given to the needs to vulnerable communities.

Community - 09

Promote private solar and geothermal installations through the solar co-op program, streamlined permitting, and expanding access to low-to-moderate income residents.

Progress Highlights: Rockville expanded efforts to promote private solar and geothermal installations through the following:

- Promoted the Capital Area Solar Switch Together program, the solar co-op hosted by the nonprofit Solar United Neighbors. The program leverages the power of groups to help residents and businesses throughout the Washington metropolitan area learn about and install rooftop solar panels, battery storage, and electric vehicle charging stations. In 2025, the Environment Commission invested more than 36 volunteer hours over 9 weekends at the Rockville Farmer's Market promoting the Solar Co-op. The city hosted an information session about installing solar with the Solar Switch Together program in May 2025.
- The Mayor and Council reduced permit fees for the installation of solar and EV chargers and streamlined the permitting process using an online application. As part of the Earth Month observance in April, the city waived all fees assessed by the Inspections Services Division that are directly associated with the residential installation of solar photovoltaic systems, electric vehicle charging stations and energy efficient heating and cooling systems, such as heat pumps.
- MEA and DHCD offer grant funds to install free solar on low income single residences and multi-family residents after conducting energy efficiency work.
- Staff provided technical assistance to Rockville Housing Enterprises to connect them to available resources for solar through state grantees such as Building Change, Inc. and Habitat for Humanity Metro Maryland.
- Plan review and permitting processes were streamlined with the SolarAPP+ automated permitting system launched in 2025.

Issues: Federal funding freezes and uncertainty in global markets due to tariffs are contributing to uncertainty in the solar market. Federal tax credits expired at the end of 2025. The funding awarded to Montgomery County Green Bank and the Maryland Clean Energy Center for EPA's Solar For All grant which offers special financing for solar systems and community solar for low-income residents remains paused.

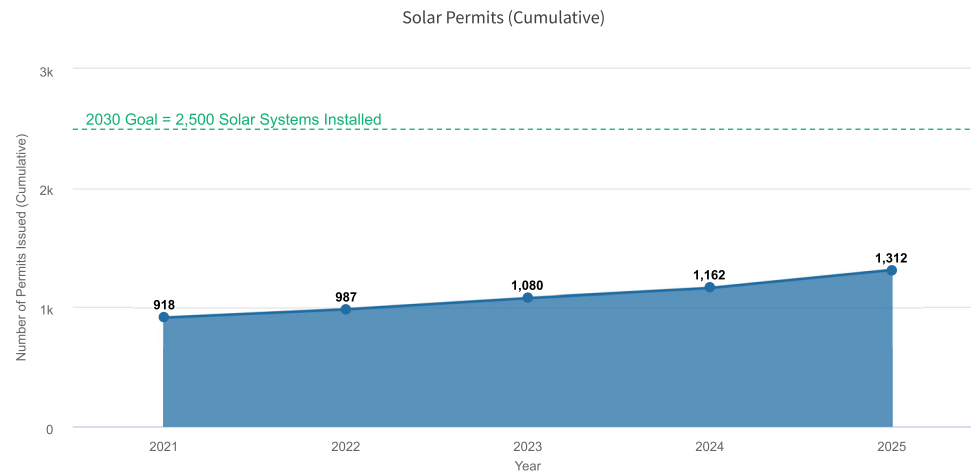
Next Steps: The 2026 Solar Switch will launch in March and outreach will highlight Maryland solar rebate, solar renewable energy credit revenue, and low- and moderate-income solar opportunities through the Green Bank and community solar. Staff will continue ongoing coordination with Housing and Community Services to support RHE and other low income residences to support solar development on their properties.

Equity: The Montgomery County Green Bank offers a special financing program for low- and moderate-income homeowners. Several community solar projects available to Rockville offer special discounted electricity rates for low-income subscribers. These programs were advertised through social media, Rockville Reports, and in-person throughout the year and specifically promoted during the Solar Switch outreach campaign. MEA and DHCD offer grant funds to install free solar on low-income single residences and multi-family residents.

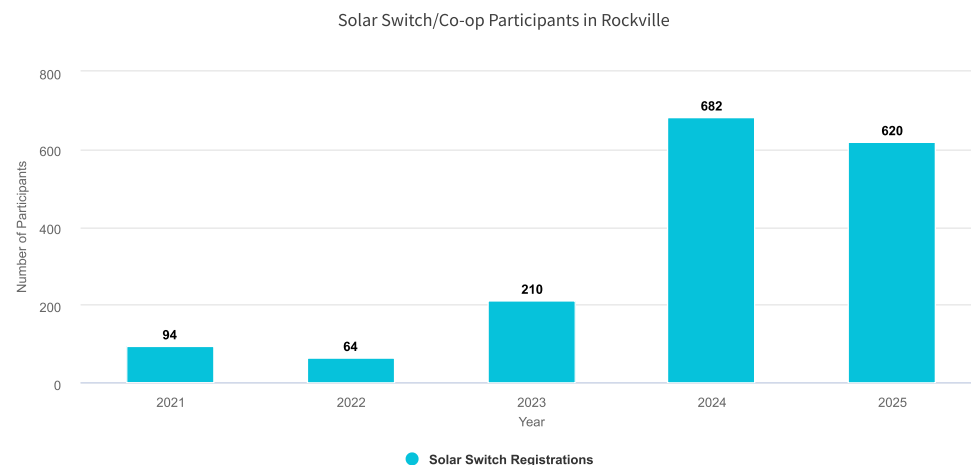
Metrics: Interest in solar continued to grow. The 2025 Solar Switch Together program recruited 620 participants with a Rockville address that are interested in solar, but are not required to enter into a contract. The cumulative total number of solar permits issued in Rockville rose to approximately 1,312.

The Montgomery County Green Bank facilitated 33 residential solar loans in 2025.

(C-09) Solar Permits



(C-09) Solar Switch



Municipal - 04

Identify and install feasible solar photovoltaic systems on City property.

Progress Highlights: As part of the Maryland Smart Energy Communities (MSEC) program, the Mayor and Council adopted a Resolution 12-13 establishing 20 percent renewable energy goal for city facilities. The existing geothermal system at Thomas Farm Community Center contributes to this renewable energy goal. The city has worked with a variety of consultants to evaluate solar feasibility across multiple facilities to develop Solar PV deployment strategies. The solar projects referenced in the FY 2025 budget were delayed due to procurement barriers with utilizing a Montgomery County Public Schools solar power purchase contract for solar canopies. In preparation for the FY 2026 budget, staff revised the solar strategy to incorporate the results of a Maryland Energy Administration (MEA)-funded solar feasibility assessment for rooftop and solar canopies, federal and state grant requirements and timelines, evolving solar market conditions, and scheduled roof replacements in 2025. The revised solar strategy includes two phases:

- Lincoln Park Community Center (LPCC) Rooftop Solar: This is a small rooftop system funded through the U.S. Department of Energy's (DOE) Energy Efficiency and Conservation Block Grant Program (EECBG). This project was approved by DOE on July 11, 2024, and included in the first FY 2025 operating budget amendment. However, staff were unable to submit a requisition by the April 2025 procurement deadline due to staff vacancies, uncertainty related to federal funding, and additional time needed to complete the roof replacement to prepare the facility for solar. The RFP was posted in October of 2025. The RFP was awarded in March of 2026 and installation is anticipated to be completed by early summer of 2026.
- Multi-Site Rooftop and Carport Solar RFP (7 sites): This RFP includes potential solar rooftop and canopies with bundled pricing for City Hall, the Swim and Fitness Center, the F. Scott Fitzgerald Theatre, 6 Taft Court, Rothgeb Maintenance Facility, Recreation Services and the Senior Center. These projects will require more experienced solar developers that offer Solar Power Purchase Agreement (SPPA) and capital investment options and can manage our site plan and permitting processes. The intent of the RFP is to obtain proposals for the seven sites through either a SPPA or city capital investment for the best long-term value for the city. Following proposal evaluation and negotiations, staff will determine the appropriate financing approach (SPPA vs. capital purchase), how many sites and the associated next steps and timeline. In anticipation of rising solar costs, staff submitted a grant application on December 1, 2025, for funding for one solar project from the Maryland Local Government Energy Modernization (L-GEM). MEA anticipates award notices to be issued in May 2026. The RFP is drafted and submitted to Procurement. Following notice of grant awards, the RFP will be revised, if needed, and posted.

Issues:

- Federal funding from the Department of Energy (DOE) was paused in the first quarter of 2025, impacting the implementation of the solar rooftop at Lincoln Park Community Center.
- MCPS contract delays and uncertainty in federal tariffs and tax credits have delayed the finalization of SPPAs to implement solar canopy projects through a cooperative contract at Rothgeb and 6 Taft Court. The City will explore a direct SPPA through a standard RFP process, bypassing the originally planned MCPS cooperative contractive.
- Other building and site conditions: The city has several low-rise facilities that are shaded by tree cover and/or contain rooftop mechanical equipment that require maintenance access paths and fall protection for safety. These systems compete for limited roof space for solar photovoltaic and solar thermal systems. The city explored solar feasibility with assistance from the U.S. Environmental Protection Agency, MEA, and other private contractors and have identified limited opportunities, as summarized in the table. As sites change, roofs are replaced, and technology changes, feasibility may change. For example, the solar contractor evaluated the roof of the north wing of 6 Taft Court and did not recommend rooftop solar because of orientation, space constraints, and conflicts with rooftop mechanical equipment, maintenance access and fall protection safety equipment. The roof of the main building of the Water Treatment Plant was evaluated and not recommended for solar by a consultant because of orientation, space constraints and conflicts with rooftop mechanical equipment, maintenance access and fall protection safety equipment, and the risk a roof leak could damage the electrical equipment and switchgear located on the third floor.

Next Steps:

- Park Lot Canopies: Staff will explore an RFP for SPPA solar canopies at 6 Taft Court and the Rothgeb Maintenance Facility. Staff will continue to explore the feasibility of installations at other facilities with large, unshaded parking lots.
- Rooftop: One rooftop solar installation is targeted for completion in 2026 at Lincoln Park Community Center. Additional rooftop installations would be coordinated with the roof replacement cycle. The city's roofing contractor can evaluate the structural capacity of a roof to determine if a solar rooftop system can be installed, however, they do not conduct solar feasibility studies that consider other factors like the orientation, system sizing, electrical feasibility, shading from trees, location of mechanical equipment, economics, etc. As the city proceeds through the roof replacement cycle, staff will first assess the buildings for critical limiting factors that would prevent solar installations, such as orientation, shade by trees or mechanical equipment, future building changes, historic designation, presence of a curved/barrel or green roof, and restrictions from fall protection devices.

Metric: The MSEC renewable energy goal translates to a generation capacity target of approximately 3,200 MWh per year. The City's geothermal system at Thomas Farm Community Center accounts for 461 MWh/yr, approximately one-seventh of this goal. Targeted Solar PV Conceptual designs developed to date account for 2,995 MWh/yr, bringing the City's potential total renewable energy generation to 3,456 MWh/yr once the Solar PV projects are implemented. The table summarizes solar feasibility assessments and plans for evaluating solar installations at other facilities.

Municipal Solar

Location	Solar Screening	Status	Rooftop Solar	Parking Solar Canopy	Notes
Rothgeb Maintenance Facility	Contractor Solar Assessment (Standard Solar, 2023)	Concept Design: 960 kW DC Rooftop and Parking Lot Canopy, 1,200 MWh/yr	Feasible for Fleet Services Building and Stockroom/Heated Storage Building	Feasible	MEA awarded Solar Canopy and Dual Use Technology Grant (\$250,000) Planning for Solar PV RFP
6 Taft Court	Contractor Solar Assessment (Standard Solar, 2023)	Concept Design: 220 kW DC Parking Lot Canopy, 275 MWh/yr	N/A (Conflicts with orientation, rooftop equipment, maintenance access, fall protection and size)	Feasible	MEA awarded Solar Canopy and Dual Use Technology Grant (\$144,000) Planning for Solar RFP
Lincoln Park Community Center	Rooftop Solar Evaluation (Solar Energy Services, 2024). Roof replacement (Gale Associates, 2024).	Completed in 2025 - Gymnasium Roof Replacement (Phase 1) Underway - Gymnasium Roof Solar PV Installation (Phase 2) Concept Design: 35 kW DC Rooftop, 42 MWh/yr	Feasible for Gymnasium Roof	N/A (Conflicts with Sizing and Shading)	Planned project for Department of Energy (DOE) Energy Efficiency Community Block Grant (EECBG) (\$109,900) RFP issued in 2025 for Rooftop Solar PV design and installation. Installation anticipated in 2026
Swim and Fitness Center	Contractor feasibility assessment for rooftop and parking lot completed (The SEMCAS Group, LLC, 2025)	Concept Design: 340 kW DC Parking Lot Canopy, 470 MWh/yr	Patchy framework of feasibility due to roof age, size and conflict with rooftop equipment, maintenance access and fall protection	Feasible	Planning for Solar RFP
City Hall	Contractor feasibility assessment for rooftop and parking lot completed (The SEMCAS Group, LLC, 2025)	Concept Design: 312 kW DC Rooftop and Parking Lot Canopy, 425 MWh/yr	Feasible	Feasible	Pending Maryland Energy Administration Solar PV Grant determination (Anticipated Spring 2026) Planning for Solar RFP
Recreation Services Building	Contractor feasibility assessment for rooftop completed (The SEMCAS Group, LLC, 2025)	Concept Design: 75 kW DC Rooftop, 104.85 MWh/yr	Feasible for two roofs at complex due to age of last replacement	N/A	Planning for Solar RFP
Senior Center	Contractor feasibility assessment for rooftop and parking lot completed (The SEMCAS Group, LLC, 2025)	Concept Design: 130 kW DC Parking Lot Canopy, 179 MWh/yr	N/A (Conflicts with orientation, rooftop equipment, maintenance access, fall protection and size)	Feasible	Planning for Solar RFP
F. Scott Fitzgerald Theatre	Contractor feasibility assessment for rooftop and parking lot completed (The SEMCAS Group, LLC, 2025)	Concept Design: 216 kW DC Parking Lot Canopy, 300 MWh/yr	N/A (Conflicts with orientation, rooftop equipment, maintenance access, fall protection and size)	Feasible	Planning for Solar RFP

Twinbrook Community Center	USEPA Contractor Screening (2012), Standard Solar Screening (2024)	Reviewed - Not recommended	N/A (Conflicts with tree shading, roof orientation, mechanical equipment and fall protection)	N/A (Conflicts with tree shading, floodplain, and utilities)	
Thomas Farm Community Center	USEPA Contractor Screening (2012), Standard Solar Screening (2024)	Reviewed - Not recommended	N/A (Conflicts with curved roof and flat roof orientation, shading and size)	N/A (Conflicts with natural gas easement under parking lot and permeable pavement)	Building features geothermal heating and cooling system
Police Station	Standard Solar Screening (2024)	Reviewed - Not recommended	N/A (Conflicts with green roof, mechanical equipment and historic designation)	N/A (Conflicts with sizing and shading)	
Glenview Mansion	Standard Solar Screening (2024)	Reviewed - not recommended, property has historic designation	N/A (Historic designation)	N/A (Historic designated environmental setting, large parking lot with some tree shading)	
Croydon Creek Nature Center	Standard Solar Screening (2024)	Reviewed - not recommended	N/A (Conflicts with tree shading, roof orientation, small building)	N/A (Small parking lot, tree shading, historic designated environmental setting)	
Water Treatment Plant	Contractor Assessment (CDM Smith, 2018)	Reviewed - Not recommended	N/A (Limited space, conflicts with mechanical equipment, maintenance	N/A (Limited parking, forest shading)	

Action 1.2.5

Institutionalized

Progress 50%

Municipal - 05

Purchase renewable energy certificates (RECs) for municipal electricity.

Progress Highlights: Since 2004, Montgomery County has led a coalition of County agencies and municipalities to cooperatively purchase wind Renewable Energy Credits (RECs) to support clean energy. Rockville continued to participate in this partnership in fiscal year 2025. Rockville's annual wind RECs purchase offsets approximately 40% of electricity consumption used for all municipal facilities, parks, streetlights, traffic lights and utilities.

Issues: Increased demand for renewable energy, as well as renewable energy project development challenges (such as unpredictable equipment prices, rising interest rates, permitting delays, congested interconnection queues, and supply chain constraints) raised the price of Green-e Certified renewable energy credits substantially. Higher REC prices make it harder for jurisdictions with a fixed budget to source their power with renewable energy. Rockville will continue to coordinate with Montgomery County to explore affordable ways to increase the portion of clean energy purchased.

Category 1.3

Progress 72%

Transportation

Expand safe, efficient, affordable, and equitable multi-modal transportation options that utilize clean and efficient energy sources.

Action: 9

	%	#
Institutionalized	44	4
In-Progress	33	3
Completed	22	2

Action 1.3.1

Institutionalized

Progress 55%

Community - 10

Work with WMATA, MDOT, and Montgomery County to maximize transit accessibility and ridership and enhance mobility options.

Progress Highlights: Public Works continues to evaluate sidewalk gaps and has advanced several different gap segments to the final design and/or construction phase. Public Works also constructed a Complete Streets and Asphalt Art project along Beall Avenue, providing separated bicycle lanes, a bus boarding platform, and an asphalt art mural.

Next Steps: The third group of sidewalk feasibility studies is anticipated to be completed in fall 2025. Multiple traffic calming improvements are under design and planned for construction in 2025. Shared roadways with traffic calming measures along Mannakee Street and bicycle lanes along Martins Lane are anticipated to be constructed in 2025 and 2026, respectively. The city continues to coordinate with the developer and MCDOT on the Great Seneca Transit Network to link the Shady Grove corridor with the Life Science Center and ensure connectivity. The city also continues to coordinate with MCDOT and MDOT SHA on MD 355 Bus Rapid Transit. Lastly, Public Works is evaluating Congressional Lane, Halpine Road, and E. Jefferson Street for multimodal improvements.

Equity: Public transportation provides mobility options and access to everyone in Rockville and serves several marginalized groups including low-income, elderly, youth, and people with disabilities, as well as those who do not have access to an automobile or cannot drive because of cost, age, or physical ability. Public transportation also produces fewer impacts to the environment compared to privately owned automobiles, including transportation related emissions, noise, and vibration which are frequently felt most directly in disadvantaged communities.

Community - 11

Develop a Rockville Community Electric Vehicle (EV) Readiness Plan.

Progress Highlights: The Mayor and Council adopted Rockville's first [Electric Vehicle \(EV\) Readiness Plan](#) on March 24, 2025. The plan contains 26 actions in four categories to help support the conversion from combustion engine vehicles to electric vehicles in City of Rockville for residents, workers, and visitors.

Progress on the EV Plan implementation is tracked on the [EV Readiness Plan online dashboard](#).

Issues: The EV charging needs assessment revealed a deficit of reliable public charging. Many residents lack home charging, especially those that rent or reside in multiunit residential buildings. Additional work with the private sector and the public is needed to expand charging. Permitting processes offer opportunities for improvement, clarity, and streamlining.

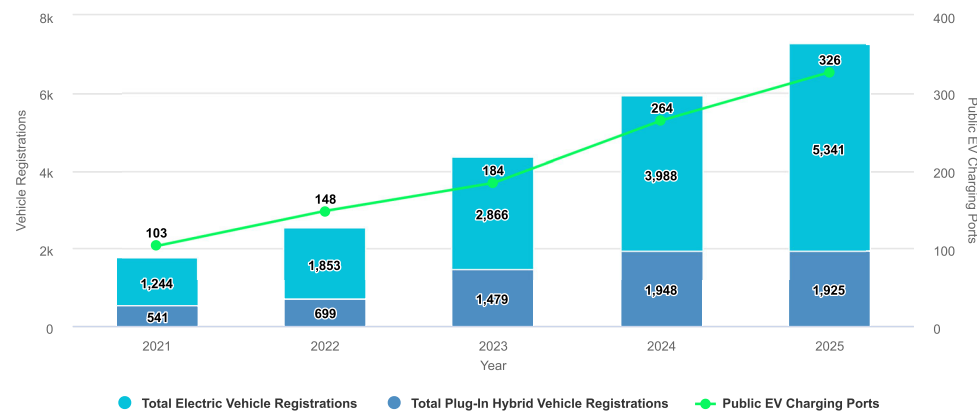
Next Steps: Implementation of fleet electrification, EV charger projects on city property, grant participation, and community engagement is ongoing.

Equity: The plan includes actions to develop requirements for publicly accessible electric vehicle charging stations and establish locations for grant-sponsored stations on City property to serve residents that do not have easy access to home charging. Streamlining permitting reduces burdens on under-resourced applicants.

Metric: In Montgomery County, electric vehicles and plug-in hybrids account for **4.8%** of all registered light-duty vehicles. In Rockville zip codes, the number of electric vehicles and plug-in hybrids has grown from 5,936 to 7,266, more than quadruple in 4 years. Electric vehicle chargers open to the public grew from 264 to 326. Public chargers included in the count does not include restricted access chargers at private residences, for fleets, residents, or employees, so the actual count of total chargers is much higher.

(C-11) Electric Vehicles and Charging Stations

Electric Vehicle Registrations and Public EV Charging Ports in Rockville Zip Codes



Quantities are cumulative.

MD MDOT/MVA Electric and Plug-in Hybrid Vehicle Registrations by main Rockville Zip Codes (20580, 20851, 20852). <https://opendata.maryland.gov/Transportation/MD-MDOT-MVA-Electric-and-Plug-in-Hybrid-Vehicle-Registrations-by-main-Rockville-Zip-Codes/>
Public EV charging ports (<https://chargehub.com/en/countries/united-states/maryland/rockville.html>)

Community - 12

Require new developments and redevelopments to be electric vehicle-ready.

Progress Highlights: Green and energy building code amendments to the International Energy Conservation Code and other base building codes were adopted in May and went into effect December 1, 2024 (see Community - 03). Amendments require a percentage of parking spaces in commercial developments and redevelopments to have EV chargers installed, have electrical capacity and wiring to enable quick expansion of charging if/when needed (EV charger-ready), and enable longer term increases in chargers if needed (EV-capable) to provide a flexible way to expand existing stations for visitors and residents. Emphasis is placed on residential charging followed by workplace and visitor charging. The following provides a simplified overview of the base percentage of parking spaces within a newly constructed or renovated parking lot that need to meet each EV readiness category by building occupancy type. There are several exceptions, reductions and specific conditions detailed in the full city code listed online.

- Parking lots serving most new/renovated commercial buildings must install 2% of parking spaces with Level 2 chargers, and 8% with EV-ready wiring (to enable quick and lower-cost expansion if needed).
- Parking lots serving multi-unit apartments, condominiums, hotels/motels must include EV chargers installed in 10% of parking spaces and EV-ready wiring in 10% of spaces.

Next Steps: Implementation and enforcement of the codes and monitoring over time to determine if changes are warranted in the next building code update cycle which occurs every three years. The Zoning Code Rewrite was launched in 2023. Electric vehicle charging considerations will need to be included consistent with the EV Readiness Plan recommendations.

Equity: Publicly accessible charging stations and chargers that are available to multi-family residents benefit those who do not have garages and driveways, including low-income residents and those without designated parking spaces. New federal electric vehicle discounts for used EVs and lowered maintenance and fueling costs assist drivers with lower means to access clean fuel transportation.

Community - 13

Promote a regional electric vehicle purchasing cooperative (EVPC).

Progress Highlights: First launched in 2022, the Montgomery County EV Purchasing Co-op (EVPC) continues to work with local dealerships to provide incentives and discounts that will save residents money to purchase or lease new and pre-owned electric vehicles (EVs). In 2025, local dealers participated in the program to provide monthly incentives, which include incentives for purchase, leases, and charging. Rockville continued to promote the program and the monthly EV Purchasing Co-op newsletter.

Community - 14

Expand active transportation and shared micro-mobility network by implementing improvements in the Bicycle Master Plan and Vision Zero Plan.

Progress Highlights: Implementation of the Bicycle Master Plan and Vision Zero Plan are tracked as a separate initiative. More information is available on the [Vision Zero project page](#) and the [Vision Zero dashboard](#) which reports 80% of the actions are complete.

Public Works continues to evaluate sidewalk gaps and built 5 new sidewalk segments in 2025 totaling approximately 2,900 linear feet. Public Works is currently designing five more sidewalk segments for construction in the upcoming fiscal years. Moreover, Public Works has begun to prepare a sidewalk gap inventory, which will be used in conjunction with the sidewalk gap prioritization, and helps assess the cost and level of effort to construct each gap city-wide. Public Works has also developed a process to identify ADA non-compliant curb ramps and driveway aprons through the ongoing concrete rehabilitation program. When non-compliant ramps or aprons are identified, they are reconstructed during the roadway repairs. In 2025, Public Works replaced 211 curb ramps and 625 driveway aprons. New sidewalks and ADA-compliant sidewalks help increase access to transit facilities in Rockville.

Public Works also constructed several traffic calming devices and new crosswalks in Rockville. These included high-visibility crosswalks, a raised crossing, curb extensions, and pedestrian refuge medians. Traffic calming improvements and crosswalks help encourage motorists to travel at posted speed and more safely through neighborhoods.

Public works currently working to design complete street facilities along N. Stonestreet Avenue and Park Road.

Next Steps: Public Works is preparing to undertake a Vision Zero intersection safety audit for 30 intersections in the City. These audits will identify possible safety concerns and propose potential solutions. Additionally, Public Works will soon start a study to evaluate a pedestrian and bicycle bridge across the railroad tracks in the Twinbrook neighborhood. This project will identify feasible crossing locations and whether those locations would result in a positive benefit-cost ratio. Lastly, there are two shared use path projects in Rockville that will soon begin design; the Fleet and Monroe Complete Streets, and the Scott-Veirs Drive Shared use path. These projects will further extend the City's separated pedestrian and bicycle network and connect it to Transit.

Equity: Public transportation provides mobility options and access to everyone in Rockville and serves several marginalized groups including low-income, elderly, youth, and people with disabilities, as well as those who do not have access to an automobile or cannot drive because of cost, age, or physical ability. Public transportation also produces fewer impacts to the environment compared to privately owned automobiles, including transportation related emissions, noise, and vibration which are frequently felt most directly in disadvantaged communities. Improvements to, and additions of, pedestrian and bicycle infrastructure not only help residents and visitors better access transit more safely, conveniently, and directly, but also increase opportunity to for pedestrian and bicycle transportation modes to supplement transit used and reduce automobile dependency.

Community - 15

Adopt and implement a Pedestrian Master Plan.

Progress Highlights: The Mayor and Council adopted Rockville's first [Pedestrian Master Plan](#) in October 2023, which is tracked separately, through the [Vision Zero dashboard](#) and the [Comprehensive Plan dashboard](#) for transportation element.

Municipal - 06

Convert the City fleet to cleaner and more efficient fuel sources.

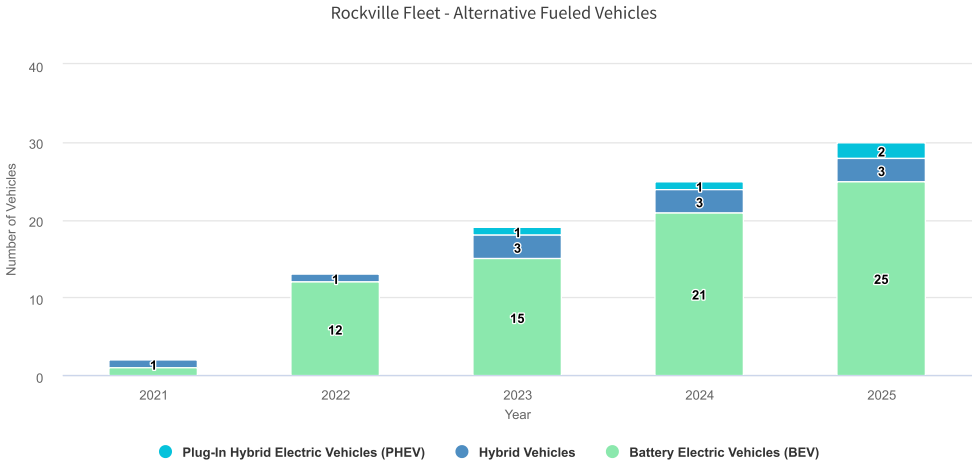
Progress Highlights: The Mayor and Council adopted Resolution 02-22 to transition the city's on-road fleet to cleaner, more efficient vehicles. Since the adoption of the resolution, all leased vehicles up for replacement are evaluated for electric conversion with the exception of police vehicles or those used in snow/ice operations that must be available 24-hours per day. In 2025, the Maryland Energy Administration (MEA) awarded a Medium-Duty and Heavy-Duty Zero-Emission Vehicle Grant to Rockville to be applied to the purchase of two Electric Senior Shuttle Buses across 2026 and 2027. The total number of vehicles currently leased in 2025 was 164 out of 207. Of the 187 vehicles scheduled for the lease program, approximately 70 are currently suitable for electrification (37%). Other vehicles that are purchased by the City, including heavy-duty vehicles, dump trucks and refuse trucks currently do not have electrified models available on the market that suit the vehicle's duty cycle. When those purchases are made, the Fleet Manager investigates available options and includes an explanation in the staff report as to feasibility of the conversion to an electrified model.

Issues: Staff continues to coordinate the planning and installation of EV charging infrastructure with the vehicle replacement cycle. Work continues to award contracts, amend site plans, and obtain permits for the installation of electric vehicle charging stations to serve fleet at Recreation Services, 6 Taft Court and the Rothgeb Maintenance Facility (see M-07).

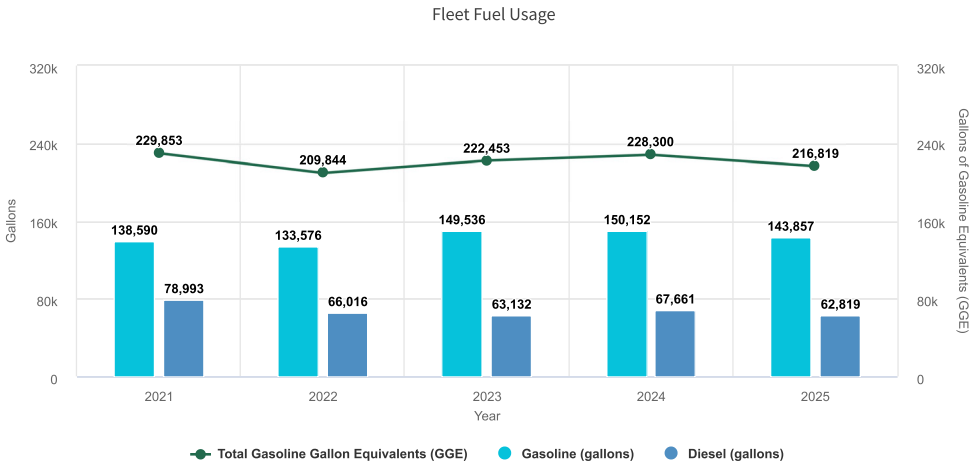
Next Steps: The city will continue electric vehicle replacements for Phase 1 Light Duty - FY 2026 and FY 2027 leases, install EV charging stations to serve the fleet, and monitor bus and heavy-duty opportunities and charging infrastructure needs. The city will continue to monitor opportunities to move towards the goal of electrifying more of the total fleet as more options become available.

Metric: In 2025, the city fleet included 25 battery electric vehicles (BEV), 2 plug-in hybrid electric vehicle (PHEV), and 3 hybrid vehicles. Of the 70 leased vehicles currently suitable for electrification, currently 38% (up from 31% in 2024) have been converted to an electric version (BEV or PHEV). As the City's fleet electrification is ongoing and the majority of fuel is used by vehicles serving the police, refuse and snow/ice operations, a significant reduction in gasoline and diesel consumption has not yet been realized. Many factors influence total fuel consumption, including the number of snow and ice events occurring per year and the use of diesel fuel consumption for heavy duty operations. One measure to assess total fuel consumption is Gasoline Gallon Equivalents (GGE), this metric can be used to determine the amount of energy produced by alternative fuels as they compare to the energy produced by one gallon of gasoline (114,100 BTUs). GGE includes fleet's use of gasoline, diesel and electricity. Using fuel energy equivalents provides a comparison tool for gauging the consumption of various fuels based on an energy equivalent basis.

(M-06) Rockville Fleet



(M-06) Fleet Fuel



Gasoline Gallon Equivalents (GGE) provides a comparison tool for gauging the consumption of various fuels (e.g., gasoline, diesel and electricity) based on an energy equivalent basis.

Municipal - 07

Establish a new Capital Improvement Project to expand electric vehicle charging infrastructure on City property to serve employees, fleet and the community.

Progress Highlights: The Electric Vehicle Infrastructure CIP (GA23) strategically plans, designs and installs charging station ports at city facilities and rights-of-way in coordination with the fleet electric vehicle acquisition and replacement cycle and Rockville's Electrical Vehicle Readiness Plan. The project expands the network of electrical vehicle charging infrastructure on city property to serve the fleet and potentially employees and the community. Phase I involves the purchase and installation of charging infrastructure to serve light duty fleet as aligned with the vehicle replacement schedules. Phase II involves planning for heavy duty fleet, such as buses and refuse, as available models come on the market that meet duty cycles. In support of Phase I, nine Level 2 ports are installed at City Hall, two Level 2 ports are installed at the Rothgeb Maintenance facility, one Level 2 port is installed at the Police Station, and one portable Level 2 charger is available at the Water Treatment Plant. In 2025, staff installed ports at City Hall and the Police Station. Staff also coordinated with contractors for designs and cost estimates to expand charging infrastructure to serve, Recreation Services Building, 6 Taft Court and the Rothgeb Maintenance Facility. The city continued to explore grants and partnerships to expand community charging and was awarded several, as described below.

Issues: The Charging and Fueling Infrastructure (CFI) Discretionary Grant, under the Infrastructure Investment and Jobs Act, was put on hold in 2025 resulting in delay of the previously planned 6 port public DCFC stations installation at the Swim and Fitness Center. The next phase of EV charging station installation requires a mixture of technical site assessments, right-of-way agreements, minor site plan amendments, electric infrastructure upgrades, and changes to parking configurations to support charging accessibility. Time is needed to assess, plan, design, capture permit approval, and install the stations.

Grants: The city is strategically planning to take advantage of outside funding or the third-party provision of charging infrastructure to reduce installation and operational costs.

- Pepco Rebates: Rockville participated in Pepco's EVSmart Fleet program and was awarded a \$22,461 rebate for 6 fleet charging station ports installed at City Hall in 2025 and will receive an additional rebate once the 4 port Recreation Services Complex project is completed.
- Maryland Energy Administration (MEA) Grants and Rebates: The City received a \$15,000 rebate from MEA for the 6 fleet charging station ports installed at City Hall. \$48,000 in grants from MEA's Smart Energy Community Clean Energy for Local Governments (CELG) program will be utilized to install 4 fleet charging station ports at Recreation Services Complex and 5 mixed use (Fleet and Public) ports at 6 Taft.
- Maryland NEVI Program Round 2 Grant: On October 28, 2025, the Maryland Department of Transportation (MDOT) issued a press release to announce conditional awards under Round 2 of the National Electric Vehicle Infrastructure (NEVI) Program. Conditional awards have been issued for 12 project sites in 12 counties within Maryland. These projects will use over \$9.5 million in federal investments to install 48 public, convenient, and reliable Direct Current Fast Charging (DCFC) stations along the state's designated EV Alternative Fuel Corridors. Swift efforts by staff to repurpose documentation previously developed for the cancelled Charging and Fueling Infrastructure (CFI) Discretionary Grant, led to Rockville Swim and Fitness Center's selection as one of the NEVI 2.0 project sites. The Swim and Fitness Center would receive 4 public DCFC ports (up to a \$787,807 value) through a partnership with Francis Energy, who will manage the grant and design, install and operate the stations.
- Maryland's IJJA-funded Carbon Reduction Program Grant: Montgomery County and the City progressed with site assessments and draft RFP development for up to 28 grant funded public charging station ports on City property and rights-of-way. After the County's RFP is posted, and a lease agreement with the City is approved, design and installation can proceed.

Next Steps: Continue to design and install EV charging stations to serve light duty fleet replacements planned at 6 Taft Court, Rothgeb Maintenance Facility, and Recreations Services. Staff will continue to implement the plan and monitor additional opportunities to apply for funding for future needs when projects align with funding requirements and schedules.

Equity: As grant opportunities arise, the city will continue to submit sites or right-of-way (ROW) locations to support charging opportunities for underserved communities (see also Community - 11).

Metric: The table summarizes the locations and status of electric vehicle charging infrastructure planned at city facilities and rights-of-way. Staff will continue to assess charging station needs and locations.

(M-07) Table of Electric Vehicle Charging Stations on City Property

Location	EV Charger Type	Ports	Service Type	Status	Location Type
City Hall	Level 2	3	Fleet	Complete	Facility/Park
Rothgeb Maintenance Facility	Level 2	2	Fleet	Complete	Facility/Park
Rothgeb Maintenance Facility	Level 1 - Portable	1	Fleet	Complete	Facility/Park
Water Treatment Plant	Level 1 - Portable	1	Fleet	Complete	Facility/Park
Thomas Farm Community Center	Level 2	2	Public (Pepco)	Complete	Facility/Park
Thomas Farm Community Center	Level 3 - DC Fast Charger	2	Public (Pepco)	Complete	Facility/Park
City Hall (Vinson Street)	Level 2	2	Public (Pepco)	Complete	Right-of-Way
Fallsgrove (Prettyman Drive)	Level 2	3	Public (Pepco)	Complete	Right-of-Way
Twinbrook Station (Bouic St)	Level 2	4	Public (Pepco)	Complete	Right-of-Way
Mattie Stepanek Park	Level 2	4	Public (Pepco)	Complete	Facility/Park
Police Station	Level 2	1	Fleet	Complete	Facility/Park
City Hall	Level 2	6	Fleet	Complete	Facility/Park
Recreation Services Building	Level 2	4	Fleet	Design	Facility/Park
6 Taft Court	Level 2	5	Public (Rockville)	Design	Facility/Park
Rothgeb Maintenance Facility	Level 2	2	Fleet	Feasibility	Facility/Park
Swim and Fitness Center	Level 3 - DC Fast Charger	4	Public (Other Vendor)	Planning	Facility/Park
Senior Center	Level 2	4	Public (Other Vendor)	Planning	Facility/Park
Civic Center Park	Level 2	4	Public (Other Vendor)	Planning	Facility/Park
Elwood Smith Community Center	Level 2	4	Public (Other Vendor)	Planning	Facility/Park
Congressional Ln ROW	Level 2	4	Public (Other Vendor)	Planning	Right-of-Way
Charles St/McArthur Dr ROW	Level 2	4	Public (Other Vendor)	Planning	Right-of-Way
College Pkwy/Yale PI ROW	Level 2	4	Public (Other Vendor)	Planning	Right-of-Way
David Skull Park/1st St ROW (RHE)	Level 2	4	Public (Other Vendor)	Planning	Right-of-Way

Municipal - 08

Update City teleworking and transportation benefit policies to encourage City employees to reduce vehicle miles traveled (VMT).

Progress Highlights: Continued implementing the telework policy and request form. Pepco completed the installation of charging stations at Thomas Farm Community Center and in the right-of-way along Vinson Street that are available to the public and employees to charge, as part of the Pepco Public Charging Network.

Next Steps: Explore additional steps to reduce emissions from employee commutes, such as advanced incentives or benefits for cleaner transportation choices. Additional public chargers are being planned for 6 Taft Court, Swim and Fitness Center, Senior Center and Rothgeb Maintenance Facility.

Category 1.4

Progress 58%

Land Management

Maximize the economic and social benefits of land while maintaining or enhancing natural systems and ecological health to ensure resiliency.

Action: 4

	%	#
Institutionalized	50	2
In-Progress	25	1
Completed	25	1

Action 1.4.1

Institutionalized

Progress 58%

Community - 16

Implement the Comprehensive Plan to steer the densest development/ redevelopment to mixed-use, transit-served locations, reduce VMT and emissions, and conserve/restore environmental areas.

Progress Highlights: Implementation of the Comprehensive Plan is tracked as a separate plan. See <https://performance.envision.com/dashboard/rockvillemd3021> for details.

Action 1.4.2

Institutionalized

Progress 50%

Community - 17

Expand education and incentives to support tree planting and maintenance, environmentally friendly landscape conversions, and management of non-native invasive plants on private property.

Progress Highlights: In 2025, the city continued the Stormwater Incentive Program, a comprehensive program with a total budget of \$300,000 that allocates funds for the [RainScapes Program](#), [Flood Mitigation Assistance Program](#), and competitive water quality grants program in partnership with the Chesapeake Bay Trust. By implementing this innovative and broader funding strategy and leveraging the expertise of the Trust to manage and administer these incentive programs, the city is better able to meet the growing demand for environmentally friendly landscape incentives on private property. The city also collaborated with community volunteers to promote environmentally friendly landscapes and management of non-native invasive species, highlights include:

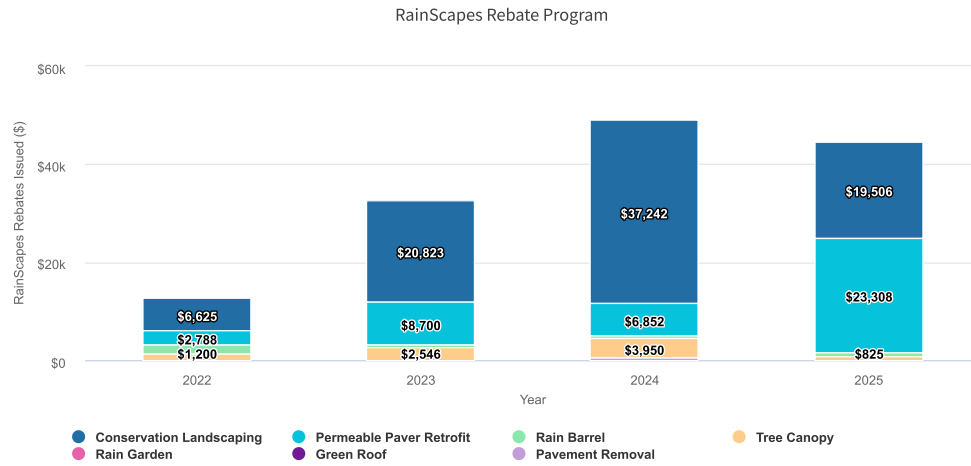
- In 2025, the RainScapes Program issued \$44,539 in rebates to support 29 tree canopy, rain barrel, conservation landscaping, and permeable pavement projects at 24 properties.
- Three grant applications were selected to receive a total of \$99,159 in grant funds through the city's competitive watershed grants partnership with the Chesapeake Bay Trust. The Interfaith Partners for the Chesapeake was awarded \$30,073 to expand their engagement of faith-based communities located in the City in reducing stormwater pollution and promoting sustainable practices on private property. The Izaak Walton League of America was awarded \$26,985 to continue the Salt Watch citizen science and outreach program in Rockville and expand road salt pollution training to salt applicators in the city. The University of Maryland Environmental Finance Center was awarded \$42,101 to support Rockville HOAs, civic associations, and community associations in developing sustainable action plans.
- The city distributed 400 native trees at the annual Fall Tree Giveaway, gave away 100 wildflower seeds at community events, sold 915 native plants at the annual native plant sale at Croydon Creek Nature Center, hosted two native garden tours attended by 49 people, and hosted a hybrid virtual and in person information session on RainScapes and flood prevention rebates attended by 30 people.
- The city achieved Community Wildlife Habitat Recertification through the National Wildlife Foundation that included 9 homes newly certified as Wildlife Habitats. The city earned 83 recertification points, nearly triple the 30 points required.

Next Steps: Staff will continue to promote environmentally friendly landscaping through incentives programs, giveaways, and Climate Solutions education sessions.

Equity: The Competitive Water Quality grant program provides up-front funding to expand or launch water quality restoration and outreach projects within the city. This helps reduce the cost barriers and build capacity in local organizations to deliver programs to residents.

Metric: RainScapes rebates are tracked by the Chesapeake Bay Trust. Eligible properties include single-family and townhome residences, homeowners' associations and other nonprofits.

(C-17) RainScapes Rebates



Action 1.4.3

In-Progress

Progress 22%

Municipal-09

Develop a Green Space Management Plan for public lands to assess and restore trees, forests, meadows, stream valleys and wetlands.

Progress Highlights: Rockville owns and maintains more than 1,100 acres of parkland, including approximately 765 acres of tree canopy. Parkland uses vary from actively maintained ball fields, playgrounds, community gardens, and landscaped parks to passively managed forests, stream corridors, meadows and wetlands.

The FY 2026 adopted budget commits \$280,000 for consulting support to develop a Green Space Management Plan, a collaborative initiative between the Departments of Public Works and Recreation and Parks. The plan supports the Climate Action Plan, Comprehensive Plan, and the Recreation and Parks Strategic Plan and is needed to create a strategic approach for the effective deployment of resources in city green spaces to mitigate the negative impacts of non-native invasive species and climate change. Elements of the plan are anticipated to include a coordinated community engagement campaign, an environmental inventory and GIS analysis to evaluate and map existing plant communities and habitat, a habitat vulnerability assessment, equity assessment, non-native invasive plant management strategy, forest stewardship and habitat restoration strategy, and maintenance and restoration resource recommendations.

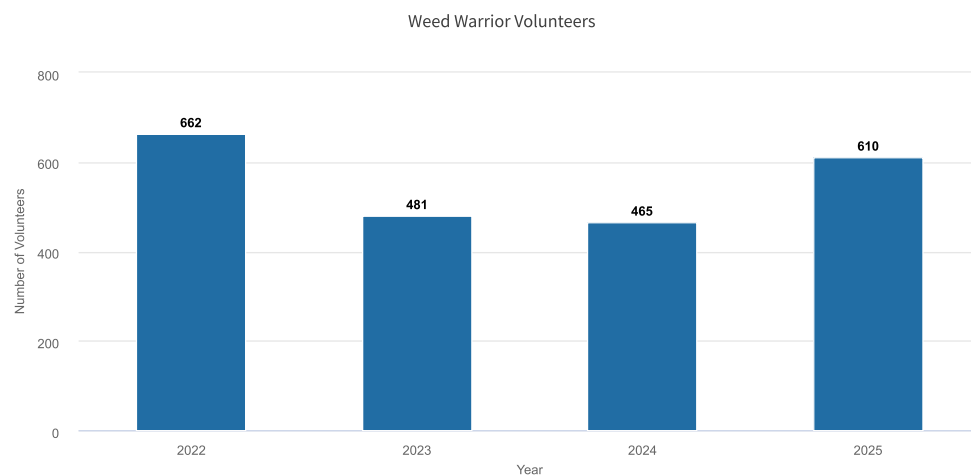
Grant: The city was awarded a \$1.5 million grant from the Maryland Department of Natural Resources' Land and Water Conservation Fund to support investments in RedGate Park and Arboretum. Also in 2025, the city utilized funding awarded by the Chesapeake Bay Trust in 2024 to plant 859 trees in the southern section of RedGate Park and Arboretum. These funds helped to address the reforestation and arboretum components of the RedGate Park Master Plan. Approximately 29 acres of new forest is included in the Habitat Areas Plan, primarily along the southern, eastern, and northern perimeters of the park where it can most effectively connect existing (but fragmented) forest stands, fill gaps in the forest habitat, and increase riparian buffers along drainage systems. The new forest will also help connect the natural habitats of RedGate Park with forested areas associated with the adjacent Rock Creek Regional Park to the west and with Croydon Creek Nature Center/John G. Hayes Forest Preserve to the south.

Next Steps: Develop a Request for Proposals for consulting services to develop the Green Space Management Plan and award contract, continue to manage the Weed Warrior Volunteer Program and maintain the RedGate reforestation project.

Metrics: Highlights of planting and management practices from 2025 include:

- Planted 859 trees and shrubs in the northern section of RedGate Park and Arboretum.
- Planted 298 street trees and 120 trees in other city parks.
- Rockville Weed Warrior Program engaged 610 volunteers to remove non-native invasive plants from Rockville parks, including a city-wide event that engaged over 130 volunteers in removing 50 bags of non-native invasive garlic mustard from 11 city parks.

(M-09) Weed Warrior Volunteers



Future Monitoring - 03

Monitor opportunities to reduce air and noise pollution from leaf blowers and yard equipment.

Progress Highlights: Montgomery County Bill 18-22, Noise Control- Leaf Removal Equipment - Amendments, applies in the City of Rockville and is enforced by Montgomery County Department of Environmental Protection (DEP) as part of the noise ordinance. The bill prohibited the sale (starting July 1, 2024) and use (starting July 1, 2025) of handheld, backpack, and walk-behind gas-powered leaf blowers and leaf vacuums. To aid in the transition, Montgomery County created an [electric leaf blower rebate program](#) for businesses and residents with Montgomery County addresses. In 2025, the city transitioned landscaping equipment and contracts to comply with the new legislation. This includes the purchase of electric leaf blowers, batteries, charging stations and an electric charging landscape trailer.

Next Steps: The city will continue to coordinate with Montgomery County to help inform the community about the leaf blower legislation and available incentives through the Environment & Sustainability Newsletter, Rockville Reports, and social media.

Equity: Montgomery County's rebate program help offset the potential financial burden of converting from gas-powered leaf blowers to electric leaf blowers for residents and landscaping companies.

Materials and Waste

Manage solid waste by reducing, reusing, recycling, composting, and sustainable purchasing.

Action: 3

	%	#
Institutionalized	67	2
Upcoming	33	1

Community - 18

Develop a food waste composting program for residents.

Progress Highlights: Rockville expanded the [food scraps compost program](#) to include four drop-off sites to make composting easy, keep valuable materials out of landfills, and reduce excessive greenhouse gas emissions. The following sites are accessible 24/7 and the service is free of charge to Rockville residents:

- Rothgeb Maintenance Facility (14625 Rothgeb Drive)
- Senior Center (1150 Carnation Drive)
- Twinbrook Community Recreation Center (12920 Twinbrook Parkway)
- Potomac Woods Park (1380 Stratton Drive)

The drop-off station at Potomac Woods Park opened November 2025.

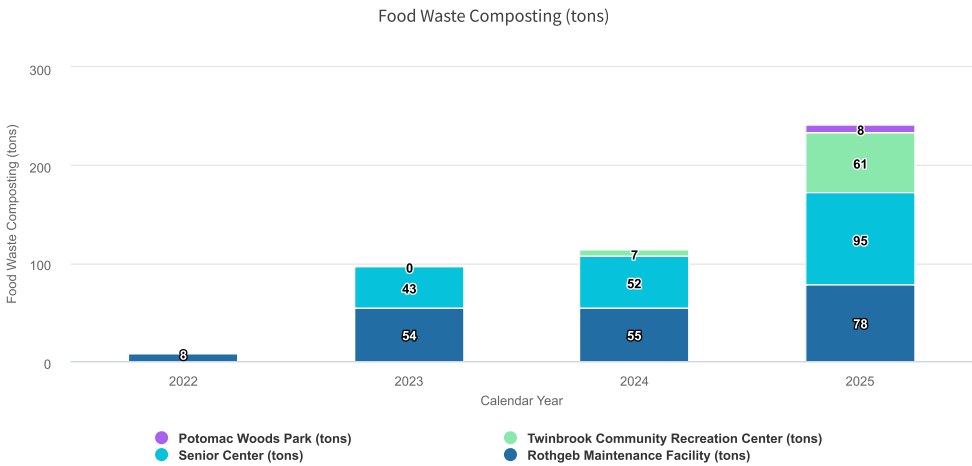
Issues: Rockville does not currently have access to a local commercial compost facility that processes food scraps. Montgomery County only accepts yard waste at the Transfer Station for composting. Therefore, the city uses a private contractor to transport the food scraps from the drop-off sites to the Prince George's County compost facility. Due to the high costs of collection and transportation and infrastructure limitations, curbside compost collections are currently not financially feasible. Therefore, the City has first pursued the drop-off model to gauge overall community interest, begin education on this waste diversion opportunity, and build a market for more local commercial food waste compost opportunities.

Next Steps: To close the loop on organic waste, residents will have the option to purchase bagged compost from the program at Croydon Creek Nature Center's Native Plant Sale in May of 2026. Continue to operate drop-off stations and monitor the growth of food waste composting infrastructure and service opportunities.

Equity: Unlike curbside collections that would only serve single-unit attached and detached homes, the drop-off station model is open to all Rockville residents that live in multi-unit or single-unit homes.

Metric: The four drop-off stations composted a total of 242 tons of food scraps in 2025 (112% increase from 2024).

(C-18) Food Waste Composting



Food waste compost drop-off stations opened at the Rothgeb Maintenance Facility in October of 2022, the Senior Center in April of 2023, Twinbrook Community and Recreation Center in November of 2024, and Potomac Woods Park in November of 2025.

Community - 19

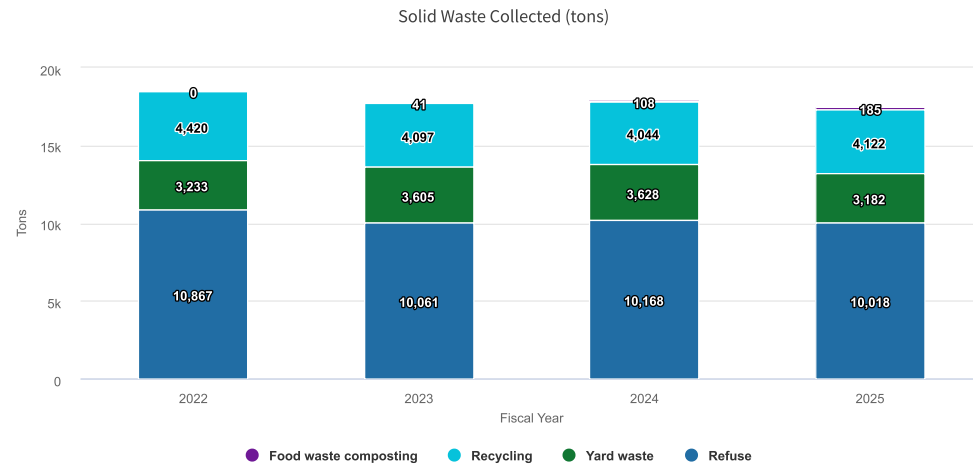
Expand residential recycling and waste reduction outreach program to increase compliance and waste diversion.

Progress Highlights: On November 10, 2025, the Mayor and Council adopted an ordinance to opt in to the plastic bag ban section of the County's Bring Your Own Bag bill to reduce single-use plastic bags and plastic waste in waterways. The ban applies to most retail purchases, with exceptions, and went into effect on January 1, 2026. Staff coordinated with Montgomery County Department of Environmental Protection (DEP) on outreach in Rockville Reports, social media and in-person events. DEP provided 500 reusable bags to be distributed to residents at centralized locations, such as City Hall, the Senior Center, community centers and other special events. Staff also distributed multilingual recycling education postcards and included recycling tips in Rockville Reports, social media and the Public Works Equipment Show.

Next Steps: Continue to target recycling outreach to homes with reported recycling compliance issues.

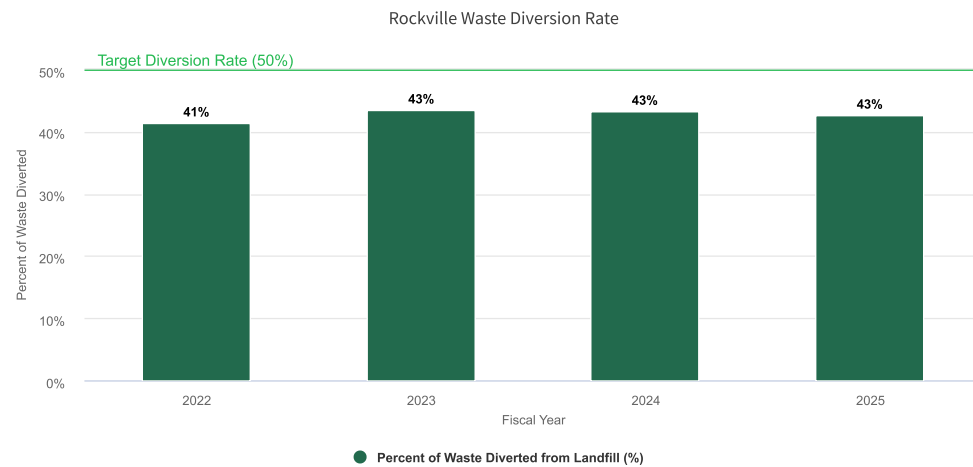
Metric: The percent of waste recycled/diverted from the landfill remained at 43% in 2025. Diversion includes single stream recycling, yard waste and leaf collection composting, food scrap composting, electronics recycling, and bulk metal recycling. The metric reflects City of Rockville collections from single-family homes and most townhouses; it does not include commercial or multi-unit properties.

(C-19) Solid Waste Collected



Includes City of Rockville collections from single family detached and attached homes and some facilities (does not include commercial or multiunit properties).

(C-19) Waste Diversion Rate



Percent of waste diverted from the landfill; includes single stream recycling, yard waste and leaf collection composting, food scraps composting, electronics recycling, and bulk metal recycling.

Municipal - 10

Develop a City sustainable procurement policy.

Progress Highlights: While the city has evaluated and improved many purchasing policies, the development of a sustainable procurement policy is still pending. The City hired a new procurement position that will be focusing on sustainable procurement part time

Goal 2 Progress 59%

RESILIENCY

Improve the capacity of our community, homes, businesses, and natural environment to prevent, withstand, respond to, and recover from climate change impacts such as rising temperatures, more frequent and intense heat waves, heavy rainfall, and severe storms.

Category: 2 Action: 9

	%	#
Institutionalized	33	3
In-Progress	67	6

Category 2.1 Progress 54%

Flood Resiliency

Reduce vulnerability and enhance flood resiliency.

Action: 3

	%	#
In-Progress	100	3

Action 2.1.1 In-Progress Progress 57%

Community - 21

Partner with Federal Emergency Management Agency (FEMA) to update the Flood Insurance Rate Maps (100-year floodplain maps) used to implement the National Flood Insurance Program.

Progress Highlights: Staff coordinated with FEMA and provided assistance to residents on the appeal process for the FEMA [Flood Insurance Rate Map \(FIRM\) update](#). One appeal application was submitted by a Rockville property owner during the appeal period that began on Jan. 17, 2025 and closed on April 17, 2025. This appeal period provided property owners with the opportunity to review and provide feedback on the preliminary flood hazard maps. Staff began updates to the Floodplain Management ordinance (Chapter 10) of the city code to meet the requirements to participate in the National Flood Insurance Program and enhance floodplain management.

Next Steps: The preliminary FEMA Flood Insurance Rate Maps are expected to become effective in 2026. Staff will continue working on updates to update the Floodplain Management ordinance (Chapter 10) of the city code to meet the requirements to participate in the National Flood Insurance Program (NFIP) and enhance floodplain management.

Equity: Participation in the National Flood Insurance Program (NFIP) advances equity in Rockville by improving access to affordable flood insurance, reducing financial risk for vulnerable populations, and supporting safer development in flood-prone areas across the city.

Action 2.1.2 In-Progress Progress 58%

Municipal - 12

Advocate for state and federal authorities to update stormwater infrastructure design, operations and maintenance standards to accommodate new rainfall/ storm event projections and help reduce projected flooding issues.

Progress Highlights: To address how climate change is impacting Maryland's rainfall patterns, stormwater runoff and urban flooding, the Maryland General Assembly enacted 2021 Senate Bill 227. The Bill tasks the Maryland Department of the Environment (MDE) with developing plans to evaluate current flood risks and update regulations to improve urban stormwater and flood management. MDE worked with a stakeholder advisory group and the public on the [Advancing Stormwater Resiliency in Maryland \(A-StoRM\) initiative](#). A-StoRM looks to update Maryland stormwater regulations to incorporate recent precipitation data more effectively and to address urban flooding events. Rockville engineering staff participated in stakeholder advisory group meetings.

MDE invited public comments for the Advanced Notice of Proposed Rulemaking to update Maryland's stormwater regulations and the Maryland Stormwater Design Manual from September 2025 through February 2026.

Next Steps: Public Works submitted comments in 2026 and will monitor the regulatory update. MDE anticipates the proposed regulations will be published in the Maryland Register in Spring 2026. Following formal notice, comment and review, MDE anticipates adopting the final regulations in Fall 2026. Following adoption, local municipal and county ordinances would need to be updated with the new regulations. MDE will provide a Model Ordinance, updated Design Manual, and examples to help local governments in updating their ordinances.

Municipal - 13

Assess Rockville's risk of flooding and develop a Flood Resiliency Master Plan to reduce or mitigate flooding impacts.

Progress Highlights: In 2025, the City's consultant completed data collection and field surveys for the [Flood Resiliency Master Plan \(FRMP\)](#) and began developing a flooding model to depict both existing and projected flooding conditions in Rockville. Field survey, model refinement and calibration of the model are ongoing, with completion of the draft existing conditions model expected in late 2026. Staff also completed the first phase of the stakeholder engagement for the FRMP. Engagement began in August 2025 with the launch of the project website at [engagerockville.com/floodplan](#) that features an interactive flooding map and a survey to collect resident experiences, concerns, and priorities. Highlights of outreach and engagement activities include:

- In-person outreach tables at five neighborhoods during National Night Out.
- Two community flooding open houses, one in-person and one virtual, engaging 43 residents.
- 52 survey submissions and 21 pins on the interactive flooding map.
- 2,212 mailed postcards to properties identified as having increased flood risk.
- 233 direct emails to residents who previously reported flooding.
- Posters and flyers at 13 community centers, coverage in Rockville Reports, social media posts and promotion through various city email newsletters.
- Direct outreach to City boards and commissions.
- Ongoing coordination with Montgomery County's Comprehensive Flood Management Plan including sharing city data for the Rock Creek and Cabin John watersheds.

Additionally, the United States Army Corps of Engineers (USACE) Planning Assistance to States (PAS) program provided preliminary flooding models for two subwatersheds (Twinbrook and Congressional Towers). These models are currently being refined based on City feedback.

Next Steps: The FRMP consultant will continue refinement of the flood modeling and develop projections for various climate scenarios. Staff and the consultant will begin implementation of the second phase of stakeholder engagement to share flood model results and gather resident feedback in fall 2026. The final USACE models, which will be incorporated into the FRMP, are expected in 2026.

Equity: Engagement efforts included direct outreach to residents in areas most at risk of flooding which includes many properties located in Equity Focus Areas designated by Montgomery County. Mailed postcards and flyers were provided in multiple languages. Both in-person and virtual open houses were offered to ensure participation was accessible for residents with different schedules, mobility needs, or technological access. The online flooding survey collects both residents' flooding experiences and optional demographic information to highlight where risk and vulnerability overlap. Questions about impacts, priorities, and how people heard about the survey help identify populations that may be disproportionately affected or underrepresented.

Grants: The Flood Resiliency Master Plan was awarded a \$75,000 grant from Maryland Department of Natural Resources, \$179,000 in technical support from Army Corps of Engineers (50 percent cost-share) and \$700,000 for Flood Mitigation Assistance Grant from FEMA.

Category 2.2

Progress 62%

Community Resiliency

Reduce vulnerability and enhance community resiliency.

Action: 6

		%	#
	Institutionalized	50	3
	In-Progress	50	3

Action 2.2.1

Institutionalized

Progress 50%

Community - 20

Incorporate climate resilient building and infrastructure design features in new buildings and retrofits.

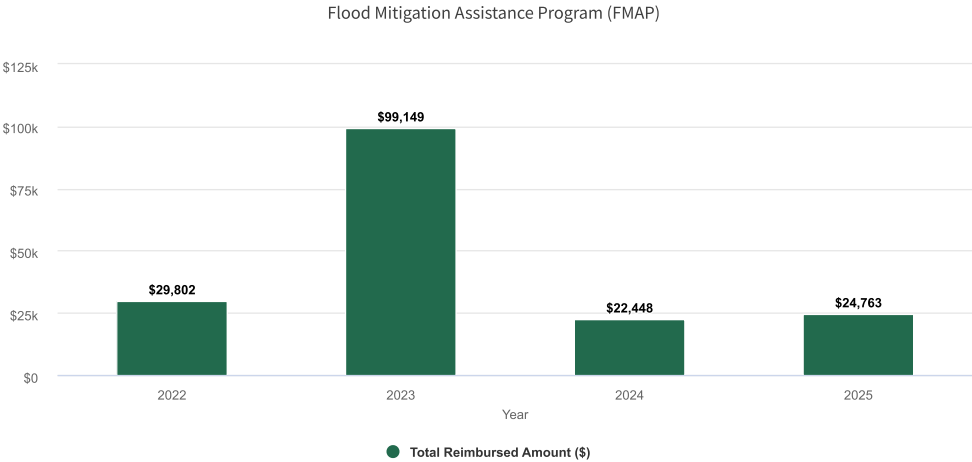
Progress Highlights: In 2025, Rockville continued partnering with the Chesapeake Bay Trust to administer the city's [Flood Mitigation Assistance Program \(FMAP\)](#). The program is part of the city's comprehensive Stormwater Incentive Program that also includes the RainScapes rebates and competitive water quality grants. FMAP provides up to 50% of the total costs for approved flood mitigation measures, up to a maximum amount of \$5,000 per property. Reimbursements are open to both residential and commercial properties, as well as homeowner associations and condominium associations to help promote community flood resiliency. Examples of approved practices include custom window wells, quick dams, sump pumps with battery backup, utility protection, basement floodproofing, and surface drainage improvements. Other program highlights include:

- *Montgomery County Green Bank Flood Resilience Partnership.* The city partnered with the Montgomery County Green Bank and the Chesapeake Bay Trust Community Based Organization-Capacity Building Initiative (CBO-CBI) to implement a flood resiliency assistance program for Rockville residents. Two contractors were selected to engage Rockville property owners in flood resiliency projects, provide technical assistance in evaluating and designing flooding solutions, and support property owners with applying for reimbursements, grants, and other financial assistance. The program prioritizes assistance to low-to-moderate income residents, homeowners' associations and individual properties with a high risk of flooding and will continue in 2026.

Next Steps: Continue to implement the Flood Mitigation Assistance Program and monitor trends. Consider flood resiliency measures in future building code and floodplain ordinance updates. Monitor needs and opportunities to incorporate other resiliency measures for heat, severe weather, power outages, etc. Continue to partner with the Montgomery County Green Bank and the Chesapeake Bay Trust to provide professional assistance to Rockville property owners.

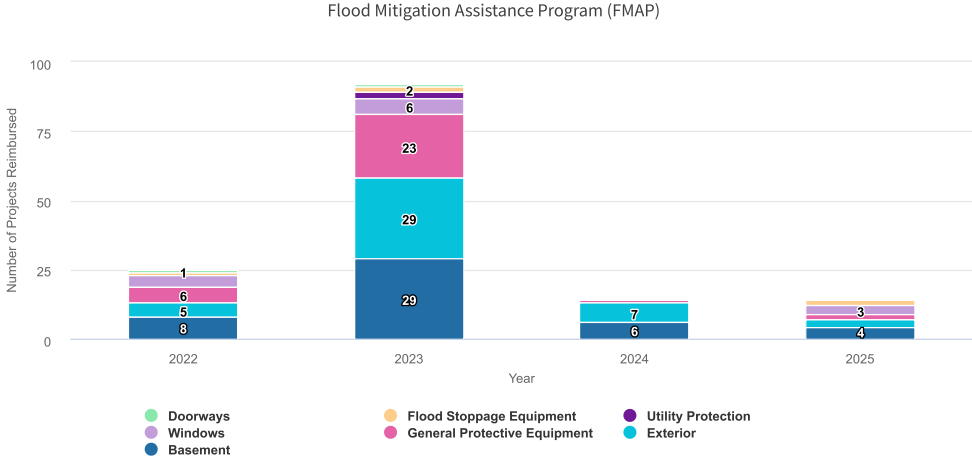
Metric: The Flood Mitigation Assistance Program reimbursed a total of \$24,763 for 14 flood mitigation projects at 10 properties.

(C-20) Flood Mitigation Assistance Program Reimbursements



The Flood Mitigation Assistance Program (FMAP) provides up to 50% of the total costs for approved practices, up to a maximum amount of \$5,000.

(C-20) Flood Mitigation Assistance Program Projects



The Flood Mitigation Assistance Program (FMAP) offers reimbursement funds to residents and property owners who make improvements to their properties to mitigate future flood damage.

Action 2.2.2 In-Progress Progress 60%

Community-22

Work with Montgomery County and state agencies to provide cooling centers, resilience hubs, and other services to strengthen community resiliency.

Progress Highlights: Rockville coordinates with Montgomery County, state agencies and members of the community on a variety of programs and projects to strengthen community resiliency.

- Rockville operates four cooling centers when the temperature hits 95-plus degrees, or when a code red air quality alert is issued for Montgomery County. The centers are located at Lincoln Park Community Center, Thomas Farm Community Center, Twinbrook Community Recreation Center and the Rockville Senior Center.
- The "Alert Rockville" emergency communications system sends time-sensitive emergency alerts, notification and updates to devices.
- The "villages" program includes multigenerational and multicultural neighbor support networks. The program fosters social connections through activities and events, and coordinates volunteer help at home using a neighbor-helping-neighbor model. A Villages Facilitator provides monthly newsletters on upcoming events, news and resources. The Villages program has grown with the formation of twelve villages in East Rockville, Falls Grove, Hungerford, King Farm, Lincoln Park, New Mark Commons, Orchard Falls, Rockville Town Center, Twinbrook, West Rockville, Woodmont and Wootton's Mill. The program coordinate friendly visits, check-in phone calls, social events, health and safety events, grocery and pharmacy pickups and delivery and transportation to medical appointments. These volunteer networks can be used to ensure that vulnerable neighbors are checked upon during snowstorms, severe weather or heat waves to strengthen community resiliency.
- To further expand resiliency, the renovation of 6 Taft Court includes plans to install and operate a City multi-purpose operational Emergency Operations Center (EOC) facility.

Next Steps: Rockville will continue to evaluate community needs and partnership opportunities for community resiliency support. Results from the updates to Montgomery County's Hazard Mitigation Plan and Rockville's Continuity of Operations Plan (COOP) will inform future endeavors.

Equity: To better serve vulnerable populations, Rockville's Housing and Community Development coordinates with Montgomery County to provide comprehensive and wraparound social services that include counseling and mental health services, referral services to food supply, mentoring, emergency assistance for eviction prevention, prescription medications, home energy programs, electric/gas/water utility assistance, and other self-sufficiency programming for residents.

Community - 23

Work with Montgomery County and community partners to measure and map urban heat islands to mitigate exposure to extreme heat.

Progress Highlights: The results of the 2022 urban heat mapping study are published in Montgomery County's Community Heat Mapping Story Map. The study was funded by a National Oceanic and Atmospheric Administration (NOAA) grant award to Montgomery County. Almost 600 community volunteers used heat sensors mounted onto their cars to record and map temperatures as they traveled their neighborhoods on one of the hottest days of the year. Mapping efforts encompassed densely populated areas like Gaithersburg, Germantown, Rockville, Silver Spring, Bethesda, Fairland, and Olney.

Next Steps: Montgomery County's Office of Emergency Management and Homeland Security (OEMHS) continues to work with the Thriving Earth Exchange team to develop a tool to integrate mapping of the County's tree canopy, land use and land cover, impervious surfaces, and heat maps. The mapping tool can be utilized in concert with maps of vulnerable or high-risk communities to determine areas at highest risk of urban heat island effect for mitigation efforts and resource prioritization.

Equity: Extreme heat can cause dangerous health outcomes for those exposed, especially for seniors, infants, outdoor workers, people with preexisting health conditions, and people without access to air conditioning. Mitigation measures should address vulnerable or high-risk communities.

Community - 24

Increase tree planting, green, cool and photovoltaic roofs, and cool pavements on public and private property.

Progress Highlights: Rockville provides a variety of programs to increase tree planting, green, cool and photovoltaic roofs, and cool pavements on public and private property.

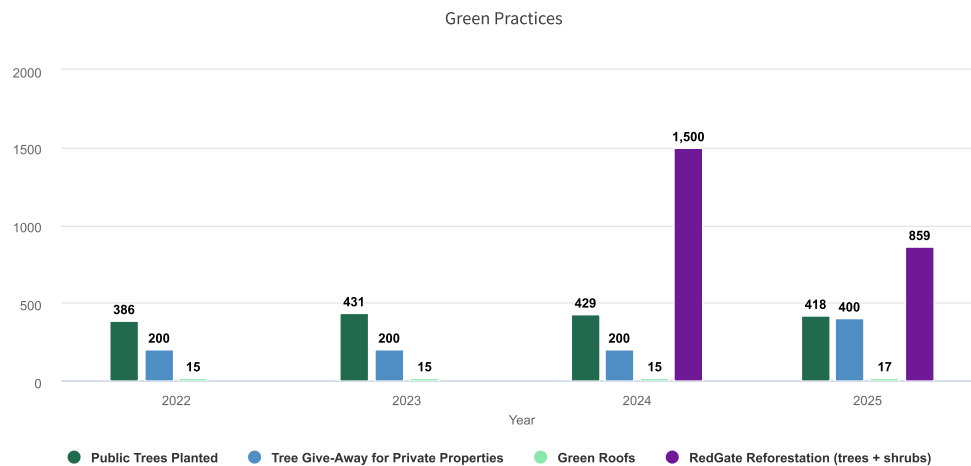
- The city continues to partner with the Chesapeake Bay Trust to administer the RainScapes Rebate Program and competitive water quality grant program to include incentives for the installation of tree plantings and green roofs. Residents and non-profits can receive a rebate for green roof installation at a rate of \$9 per square foot and \$150 per native tree. Eligible properties can receive up to \$5,000 per property across all RainScapes rebate options. Green roofs are also eligible for grant funding under the competitive water quality grant program, which is open to organizations including non-profits, faith-based organizations, community and homeowners' associations, and educational institutions.
- In 2025, the city provided rebates for 6 trees planted on private property through the RainScapes Rebate Program.
- The city distributed 400 native trees to residents during the Fall Tree Giveaway and provided tree care educational information.
- The city planted 418 trees on public property.
- The city planted 859 trees and shrubs in the northern section of RedGate Park and Arboretum, funded by a Chesapeake Bay Trust grant (see M-09)
- See Community - 02 and Community - 09 for solar progress highlights.

Next Steps: Continue to promote incentives for green roofs and tree plantings through the RainScapes Rebate Program and new competitive water quality grants. Continue to improve methods to track green roof installations, solar permits, and tree plantings on public and private property.

Equity: Doubling the number of native trees available through the Fall Tree Giveaway allowed more residents to plant native trees without the initial upfront cost of purchasing the tree. Initial data shows a wide distribution of trees distributed to homes from the Fall Tree Giveaway and RainScapes projects across Rockville in all neighborhoods. The expanded RainScapes programs are available to more non-profits and multi-unit residences, expanding the program beyond single-unit homes. The City continues to seek grants to benefit low-income households and to work with Rockville Housing Enterprises to expand funding for green investments.

Metric: Data on green roof installations is available through the city's internal stormwater facility GIS database. Data on tree planting on public property is tracked by the city's Forestry division. Comprehensive data on tree plantings and cool pavement on private property is not currently available.

(C-24) Green Practices



Municipal - 11

Continue assessing the vulnerability of Rockville's critical infrastructure, facilities, and services, and prioritize areas for improved climate resiliency.

Progress Highlights: Rockville continued emergency planning updates and coordination with Montgomery County, including:

- Rockville's new Emergency Manager attended Montgomery County Office of Emergency Management and Homeland Security (OEMHS) Extreme Temperature Plan training in October 2025. Annual representation aids with identification of potential gaps between the County plan and that of partner municipalities to ensure alignment.
- The City conducted routine evaluation of the Continuity of Operations Plan (COOP). Continuity planning facilitates the performance of essential government functions during all-hazards emergencies or other situations that may disrupt normal operations.
- Rockville completed a draft of the Emergency Operations Plan (EOP), which is a multidisciplinary, all-hazards plan that establishes a comprehensive framework for the management of major emergencies and disasters within the city. The EOP is implemented when it becomes necessary to mobilize the resources of city departments, offices, and cooperating organizations to save lives and protect property and infrastructure. The EOP serves as a complimentary plan to the Montgomery County Emergency Operations Plan (MCEOP).

Next Steps: A tabletop exercise for the City Emergency Operations Plan (EOP) is planned in 2026 with City staff and the Montgomery County Office of Emergency Management. After review of the result of the exercise, the final document is published.

Equity: Montgomery County's Hazardous Mitigation Plan includes a social vulnerability assessment and incorporates the Climate and Economic Justice Screening Tool (CEJST). CEJST uses datasets that are indicators of burdens in eight categories: climate change, energy, health, housing, legacy pollution, transportation, water and wastewater, and workforce development to help identify disadvantaged communities at the census tract level (from 2010 Census). Routine evaluation of the COOP also ensures that essential functions of City government operate to support vulnerable communities.

Municipal - 14

Develop and implement Heat Illness Prevention Plans for various City services and operations.

Progress Highlights: Human Resources implements the city-wide Heat-Related Illness Prevention and Management Plan to comply with the Maryland Occupational Safety and Health (MOSH) new heat stress standards. The standard applies to all workplaces where the heat index is 80° F or higher. The regulation went into effect on September 30, 2024. The standard includes requirements related to heat illness prevention and management plans, acclimatization, access to shade and drinking water, emergency response, and training. Also outlined in the regulation are high-heat procedures, which employers are required to implement when the workplace reaches a heat index of 90° F or higher.

Next Steps: Ongoing plan implementation.

Equity: The plans are designed to protect the health and safety of employees working outdoors, who are disproportionately socially vulnerable populations, from exposure to high heat conditions during the summer.

PUBLIC ENGAGEMENT AND OVERSIGHT

Incorporate equity in implementation and conduct inclusive engagement to reduce environmental disparities and protect and empower vulnerable communities.

Category: 2

Action: 4

	%	#
Institutionalized	100	4

Public Engagement

Promote public engagement and empowerment.

Action: 2

	%	#
Institutionalized	100	2

Community - 25

Work with community partners to conduct an inclusive public engagement campaign to reduce emissions and adapt to the impacts from climate change.

Progress Highlights: Public engagement and outreach for the Climate Action Plan is achieved through multiple venues including Rockville Reports, social media, two email newsletters, Climate Solutions virtual sessions, and in-person community events. Highlights of 2025 public engagement include:

- Published 11 issues of the Environment & Sustainability newsletter for residents with an average open rate of 51% and increased email subscriptions to 3,404. The newsletter shares sustainability events, volunteer opportunities, Climate Action Plan updates, and environmental news and tips within the Rockville community. 2025 newsletters featured information on flood resiliency planning, rebate opportunities, native habitat and gardening tips, flooding resources, events and general pollution prevention. Residents opt in to receive the Environment and Sustainability email newsletter through an online form linked on the city website, in-person sign-up sheets at community events, and through various program and giveaway forms.
- Published 4 issues of Sustainability Scoop, a new email newsletter for Rockville property managers with 188 total subscribers and an open rate of 44.5%. The newsletter shares environmental regulation reminders, training opportunities, and environmental news for property Managers within the Rockville community. 2025 newsletters featured information on property maintenance and pollution prevention, sustainable winter salt use, electric lawn equipment laws and resources and flood resiliency. Property managers opt in to receive the email newsletter through an online form linked on the city website.
- Hosted four Climate Solutions education sessions attended by 89 participants.
- Hosted two Community Flood Resiliency Open Houses attended by a total of 43 residents, gathered 52 community flood resiliency survey submissions and 21 pins on the interactive flooding map at engagerockville.com/floodplan. The open houses, surveys and maps were shared with the public via 2,212 mailed postcards to Rockville properties in flood prone areas and direct emails to 233 residents who have reported flooding to the city. Posters and flyers for Flood Resiliency Master Plan were provided in English and Spanish.
- Approved by Chesapeake Bay Trust to host a Chesapeake Conservation Corps Member and successfully matched with a recent University of Maryland college graduate who began serving a full-time year of service with the city on August 19, 2025. The Corps Member is assisting in implement the Electric Vehicles Readiness Plan, Flood Resiliency Master Plan and supporting outreach and engagement efforts for the Climate Action Plan. Corps Members are supported via a \$31,200 stipend from the Chesapeake Bay Trust.
- Hosted or participated in 16 in-person community outreach events.
- The Rockville Environment Commission hosted an outreach booth at 9 Farmers Market events.

In support of many of these initiatives, the City launched a new upgraded logo and branding and a new upgraded website in 2025. These changes improve our ability to connect with the public and make information more intuitive to find on the webpage.

Issues: Recent actions by the federal government have made community engagement of many non-White communities more challenging. Rockville continues to struggle to create more events and materials in other languages to meet the needs of our diverse residents.

Next Steps: Continue to engage and educate community members in climate topics through the two email newsletters, Climate Solutions virtual sessions, and in-person and virtual events. Explore opportunities to partner across departments and agencies on new community engagement opportunities.

Metric: Staff track coordination and participation in community events and how many impressions, or the number of community members engaged, are made at each event. The two email newsletters and subscriptions are created and managed in MailChimp, which provides detailed analytics that allow staff to track subscriptions and evaluate the interest in various issues and topics through open rates and click rates.

(C-25) Outreach and Community Events

Outreach and Community Events

Year	Resident News	Resident Newsletter Subscriptic	Property Manager Newsletters	Property Manager Newsletter Subscr	Events	Event Impressions
2022	16	2,629	N/A	N/A	25	757
2023	12	3,115	N/A	N/A	17	1,056
2024	10	3,243	N/A	N/A	12	1,065
2025	11	3,404	4	188	16	1,771

Municipal - 16

Develop partnerships and interdepartmental climate action teams to implement and track plan progress.

Progress Highlights: CAP implementation involved a combination of internal and external partnerships and coordination. Interdepartmental teams involved electric vehicle planning and permitting, fleet electric vehicle use, Justice Equity Diversity and Inclusion (JEDI), building codes, Rockville Housing Enterprises and low-to-moderate income housing, and budget action items. Additionally, Rockville participated in several external policy and implementation partnerships, including Montgomery County Climate Leadership meetings, MWCOG Climate and Energy Policy Committee, MWCOG and Montgomery County EV Workgroups, the Maryland Coalition of Counties and Cities for Climate Action, and the Maryland Environmental Finance Center and the Maryland Clean Energy Center.

Issues: Changing federal budget landscape meant that some initiatives involving grant award implementation (Solar for All, Maryland Clean Energy Center EV charger grant) teams were paused while others ultimately continued (Montgomery County Carbon Reduction Program EV charger grants, Energy Efficiency Conservation Block Grant, Montgomery County Net Zero Building Codes Grant, FEMA grant).

Next Steps: Continue to coordinate with potential external partners and interdepartmental workgroups as they evolve to focus on CAP implementation projects. Continue partnering on city and community projects, implement electric vehicle curbside charging guidance, work with Rockville Housing Enterprises, and explore other avenues to increase outreach to landlords, and multi-family buildings on solar, electric vehicles, electric appliances, and energy efficiency.

Metrics: The exhibit highlights some of the of external partnerships (Federal, state, regional and county agencies) and interdepartmental working groups needed to implement and track the CAP's 42 actions.

Climate Action Plan Partnerships and Coordination



Category 3.2 Progress 50%

Oversight
Execute, plan and monitor progress.

Action: 2

	%	#
Institutionalized	100	2

Action 3.2.1 Institutionalized Progress 50%

Community - 26
Develop metrics and performance indicators for climate actions to establish a data-driven assessment and reporting process.

Progress Highlights: The Environment Commission provides ongoing feedback for improvements to the annual report, the Climate Action Plan (CAP) project website, and performance metrics. The CAP annual report utilizes the software platform, Envisio, to help provide meaningful visual data representations of metrics to communicate progress in an annual report and an interactive public dashboard to report progress.

Next Steps: Continue to compile annual reports to monitor and demonstrate CAP progress.

Equity: Envisio public dashboard is ADA compliant and conforms with WCAG 2.1 AA guidelines.

Action 3.2.2 Institutionalized Progress 50%

Municipal - 15
Incorporate climate mitigation, resiliency, and equity considerations into the City's budget prioritization process.

Progress Highlights: The FY 2026 budget continued to incorporate climate resiliency and equity considerations as part of the internal budget development process. Climate sustainability and resiliency resources are provided to staff to assist in documenting climate considerations and new fields for staff to identify climate considerations were added to all capital project and operating enhancement submissions. These fields allow staff to better document climate impacts and provide the City Manager with clearer information to support funding recommendations. Staff provides annual training on prioritizing sustainability and equity in the City budget.

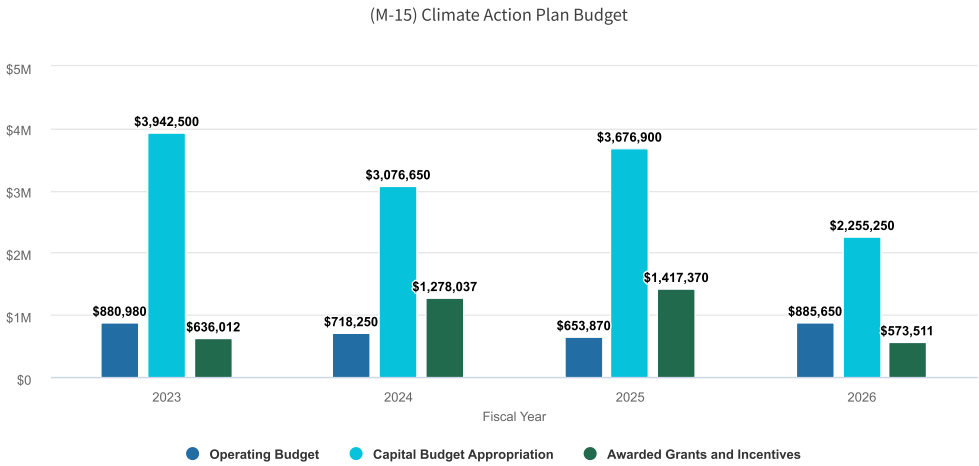
The FY 2026 budget included more than \$3.14 million for CAP initiatives, such as continued food waste composting program, facility energy audits and improvements, consultant support to develop a Green Space Management Plan, Lincoln Park Community Center solar rooftop, LED streetlight replacement, storm drain rehabilitation, stormwater management facility improvements, stream restoration, EV charging infrastructure, and the comprehensive stormwater incentive program that includes the Flood Mitigation Assistance Program, RainScapes Rebates, and competitive watershed grants.

Next Steps: Continue to prioritize CAP measures in the FY 2027 budget process, when feasible. Continue to monitor and seek outside funding to implement CAP projects and programs.

Equity: The operating and capital budgets include equity criteria for prioritization.

Grants: The City continued to leverage outside funding sources to implement CAP projects. In FY 2025, the city was awarded more than \$1.4 million in grants and rebates to support LED streetlight conversions, facility energy retrofits, solar on Lincoln Park Community Center, electric vehicle charging infrastructure, tree planting at RedGate, electric senior center buses, and flood resiliency master planning. To date in FY 2026, the city has been awarded approximately \$509,511 in external grants and rebates.

Issues: Uncertainty with federal policies, tax credits and grants may impact plan implementation and projects. Staff will continue to monitor federal policies for local impacts.



* Includes new capital appropriations. Does not include transportation appropriations and grants that are summarized in Vision Zero progress reports.



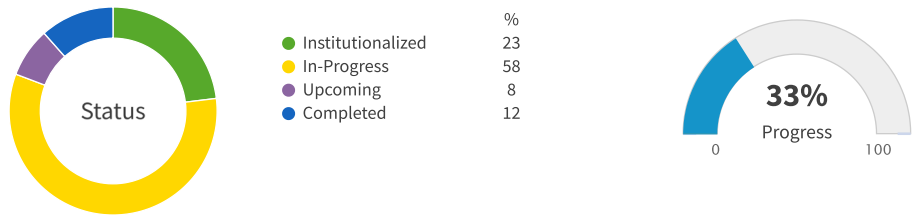
Electric Vehicle Readiness Plan

2025 Annual Report

Report Created On: Apr 08, 2026

4	8	25
Goal	Strategy	Action

Overall Summary



Goal 1 Progress 46%

EV Ready Codes, Policies and Procedures - Update and align codes, policies, guidelines, permitting and inspection processes to reduce barriers, streamline and expedite EV charging infrastructure development.



Strategy 1.1 Progress 73%

Update City Codes



Action 1.1.1 Completed

Update the Building Code and Property Maintenance Regulations (Chapter 5)

Updated on Nov 13, 2025 13:59:15

Green and energy building code amendments to the International Energy Conservation Code and other base building codes were adopted in May 2024 and went into effect December 1, 2024. Amendments require a percentage of parking spaces in commercial developments and redevelopments to have EV chargers installed, have electrical capacity and wiring to enable quick expansion of charging if/when needed (EV charger-ready), and enable longer term increases in chargers if needed (EV-capable) to provide a flexible way to expand existing stations for visitors and residents. Emphasis is placed on residential charging followed by workplace and visitor charging.

Action 1.1.2 Completed

Update the Forest and Tree Preservation Ordinance (Chapter 10.5)

Updated on Mar 06, 2026 21:40:15

On January 12, 2026, the Mayor and Council adopted an ordinance to amend Chapter 10.5 to include State mandated changes, native species requirements, and a provision aimed at streamlining the installation of public EV chargers. The ordinance is effective upon adoption.

Action 1.1.3 In-Progress Progress 25%

Update the Streets, Roads, Rights-of-Way, and Public Improvements Code (Chapter 21)

Updated on Mar 23, 2026 13:19:09

Staff drafted amendments and are planning a worksession for Q1FY27 for revisions to the Streets, Roads, Rights-of-Way, and Public Improvement Code (Chapter 21).

Action 1.1.5 In-Progress Progress 67%

Update the Zoning Ordinance (Chapter 25)

Updated on Mar 23, 2026 13:29:13

On December 1, 2025, the Rockville Mayor and Council voted to authorize staff to file the Staff Draft Zoning Ordinance and the Staff Draft Zoning Map. Public hearings and work sessions by the Planning Commission and Mayor and Council are anticipated to be held from January through May 2026. The Zoning Ordinance Rewrite (ZOR) includes new standards related to the provision of electric vehicle (EV) parking, electric vehicle supply equipment (EVSE), and parking lot solar canopies. More information is available on the [Zoning Ordinance Rewrite website](#).

Strategy 1.2 Progress 20%

Develop Guidelines and Standards



Action 1.2.1 In-Progress Progress 5%

Develop a simplified EV charging application and guide to streamline plan review, permitting and inspections

Updated on Mar 23, 2026 14:13:55

Public Works and Community Planning and Development Services conducted an initial review of EV charging applications and guidelines in 2024, and the core permitting processes are in place. Following the adoption of the updated Zoning Ordinance, staff will review opportunities to utilize the MGO platform and update applications to improve clarity, streamline processes, and enhance the efficiency of plan reviews.

Action 1.2.2 In-Progress Progress 50%

Develop right-of-way EV charging guidelines and a streamlined approval process to serve residents without access to garages, driveways or dedicated parking spaces

Updated on Mar 23, 2026 14:16:24

Public Works is piloting a program that allows residential property owners to install private EV charging equipment and related improvements in the public right-of-way. This program is intended to support residents who do not have access to a driveway or garage for home charging. To implement this initiative, Public Works worked with members of the Environment Commission and the Office of the City Attorney to draft a template agreement for private EV charging improvements in the right-of-way. On February 2, 2026, the Mayor and Council approved the draft template and delegated authority to the City Manager to approve and execute agreements. The first pilot EV charging sidewalk conduit project is in the process of executing a agreement and working through the permit process. Once the pilot has been installed and inspected, staff will compile lessons learned and develop guidance materials to take a resident through the full process, including permits, agreement execution, inspections, and ongoing operations and maintenance.

Action 1.2.3 In-Progress Progress 5%

Establish design standards for public EV charging stations

Updated on Mar 23, 2026 15:37:12

The city coordinates with Montgomery County, the Metropolitan Washington Transportation Planning Board and Maryland to monitor evolving standards and incorporate the most recent versions into local codes and guidelines. Following the adoption of the updated Zoning Ordinance that will establish basic provisions, staff will proceed to develop design standards for public charging stations.

Strategy 1.3 Progress 17%

Advocate for safe, reliable, affordable and equitable electric mobility



Action 1.3.1 In-Progress Progress 17%

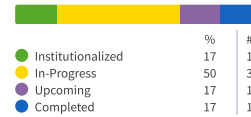
Advocate for government and utility policies and programs to support EVs and e-micromobility opportunities

Updated on Mar 23, 2026 13:34:47

Advocacy for EVs and e-micromobility opportunities is ongoing and coordinated through the Mayor and Council, Maryland, Montgomery County, Maryland Cities and Counties for Climate Action, and the Metropolitan Washington Council of Governments.

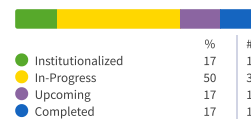
Goal 2 Progress 34%

Robust and Equitable Charging Network - Expand access to EV charging to equitably serve residents, workers, visitors, and the municipal fleet.



Strategy 2.1 Progress 34%

Coordinate with partners to meet charging demands



Action 2.1.1 In-Progress Progress 29%

Engage with residential properties to expand access to home charging

Updated on Mar 23, 2026 16:08:40

Engagement with residential properties occurs in coordination with the Housing Action Team, Rockville Housing Authority, Climate Action Plan outreach, the Environment & Sustainability Newsletter, and the Sustainability Scoop, a new commercial property newsletter.

Action 2.1.2 Upcoming

Engage with commercial properties to expand access for workplace, fleet, and destination charging

Action 2.1.3 In-Progress Progress 9%

Coordinate with Montgomery County to expand public charging

Updated on Mar 23, 2026 16:09:29

Public Works continues to work with the Montgomery County Department of Environmental Protection on the implementation of the Carbon Reduction Program (CRP) grant to expand public EV charging stations. Through the CRP grant partnership, Montgomery County is developing an RFP to expand public charging at approximately 30 sites owned by Montgomery County, the City of Rockville, the City of Takoma Park, and Montgomery County Public Schools. Potential Rockville sites included in this initiative are Civic Center Park, the Senior Center, Elwood Smith Community Center, Congressional Lane right-of-way, Charles Street right-of-way, Yale Place right-of-way, and David Scull/First Street right-of-way.

Action 2.1.4 Completed

Coordinate with Pepco to expand charging infrastructure and ensure grid capacity

Updated on Mar 06, 2026 21:42:42

Pepco installed public EV charging stations at Thomas Farm Community Center, Mattie JT Stepanek Park, Fallsgrave/Prettyman Drive, City Hall/Vinson Street, and 1800 Bouic Avenue. Staff continues to coordinate with Pepco on operations, maintenance and repairs to keep the stations in service.

Action 2.1.5 In-Progress Progress 40%

Identify City-owned properties and rights-of-way in gap areas and leverage outside funding and partnerships to expand public charging infrastructure

Updated on Mar 23, 2026 19:19:05

Appendix H of the EV Readiness Plan identifies several sites on city-owned properties and ROW in public charging gap areas. Several of these sites have been submitted for charging partnerships and grants and are in various stages of development.

- Five sites included in a Pepco partnership have completed installation.
- Seven sites are included for consideration in the Carbon Reduction Program Grant program. Through the CRP grant partnership, Montgomery County is developing an RFP to expand public charging at approximately 30 sites owned by Montgomery County, the City of Rockville, the City of Takoma Park, and Montgomery County Public Schools. Potential Rockville sites included in this initiative are Civic Center Park, the Senior Center, Elwood Smith Community Center, Congressional Lane right-of-way, Charles Street right-of-way, Yale Place right-of-way, and David Scull/First Street right-of-way.

Status updates for EV charging installations are included in M-07 of the Climate Action Plan.

Action 2.1.6 Institutionalized Progress 29%

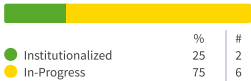
Promote EV infrastructure to support other e-mobility opportunities, such as e-bikes, e-scooters, EV ride-hailing, or EV car-sharing services

Updated on Mar 23, 2026 16:10:36

Promoting e-mobility opportunities is ongoing through the implementation of the Comprehensive Plan and transportation initiatives.

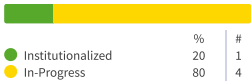
Goal 3 Progress 23%

Clean Municipal Fleet - Implement a multi-year fleet electrification strategy that aligns with fleet vehicle replacement schedules, duty cycles, and EV infrastructure.



Strategy 3.1 Progress 17%

Electrify eligible vehicles and equipment



Action 3.1.1 In-Progress Progress 38%

Replace eligible non-emergency light-duty fleet with electric vehicles

Updated on Mar 23, 2026 17:21:41

The Mayor and Council adopted Resolution 02-22 to transition the city's on-road fleet to cleaner, more efficient vehicles. Since the adoption of the resolution, all leased vehicles up for replacement are evaluated for electric conversion with the exception of police vehicles or those used in snow/ice operations that must be available 24-hours per day. In 2025, the city fleet included 25 battery electric vehicles (BEV), 2 plug-in hybrid electric vehicle (PHEV), and 3 hybrid vehicles. Of the 70 leased vehicles currently suitable for electrification, currently 38% (up from 31% in 2024) have been converted to an electric version (BEV or PHEV). For full fleet conversion plan see CAP Action M-06 and M-07.

Action 3.1.2 In-Progress Progress 5%

Monitor and pilot clean technologies for medium-duty and heavy-duty vehicles

Updated on Mar 23, 2026 16:18:42

In 2025, the Maryland Energy Administration (MEA) awarded Rockville a Medium-Duty and Heavy-Duty Zero-Emission Vehicle (MHD ZEV) Grant to support the purchase of two electric senior shuttle buses, with procurement planned across 2026 and 2027.

Action 3.1.3 In-Progress Progress 5%

Monitor and pilot clean vehicle technologies for police vehicles

Updated on Mar 23, 2026 16:19:16

One Level 2 charger was installed at the Police Station to serve electric vehicle utilized by Parking Enforcement. The city continues to monitor technologies and seek opportunities to electrify additional police vehicles.

Action 3.1.4 In-Progress Progress 10%

Monitor and pilot clean technologies for off-road equipment

Updated on Mar 23, 2026 14:19:53

In 2025, the city transitioned landscaping equipment and contracts to comply with Montgomery County's noise ordinance. This includes the purchase of electric leaf blowers, batteries, charging stations and an electric charging landscape trailer.

Action 3.1.5 Institutionalized Progress 29%

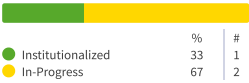
Coordinate an interdepartmental clean fleet team for training and management

Updated on Mar 24, 2026 18:35:22

An interdepartmental EV Fleet Teams group has been formed to support city employees with fleet EVs. The group shares updates on charging station rollout, training on EV use, and gathers feedback to improve the fleet EV conversion process.

Strategy 3.2 Progress 33%

Deploy electric charging infrastructure



Action 3.2.1 In-Progress Progress 50%

Implement the Electric Vehicle Charging Infrastructure Capital Improvement Program (CIP GA23)

Updated on Mar 23, 2026 19:36:38

The **Electric Vehicle Infrastructure CIP (GA23)** strategically plans, designs and installs charging station ports at city facilities and rights-of-way in coordination with the fleet electric vehicle acquisition and replacement cycle and Rockville's Electrical Vehicle Readiness Plan. The project expands the network of electrical vehicle charging infrastructure on city property to serve the fleet and potentially employees and the community. Phase I involves the purchase and installation of charging infrastructure to serve light duty fleet as aligned with the vehicle replacement schedules. Phase II involves planning for heavy duty fleet, such as buses and refuse, as available models come on the market that meet duty cycles.

In support of Phase 1, nine Level 2 ports are installed at City Hall, two Level 2 ports are installed at the Rothgeb Maintenance facility, one Level 2 port is installed at the Police Station, and one portable Level 2 port is available at the Water Treatment Plant. In 2025, staff installed 6 ports at City Hall and 1 port at the Police Station. Staff also coordinated with contractors for designs and cost estimates to expand charging infrastructure to serve, Recreation Services Building, 6 Taft Court and the Rothgeb Maintenance Facility. The city continues to explore grants and partnerships to expand community charging.

Action 3.2.2 In-Progress Progress 20%

Leverage outside funding and resources to support fleet EV electrification and infrastructure planning, design and installation

Updated on Mar 23, 2026 19:30:33

- The city is strategically planning to take advantage of outside funding or the third-party provision of charging infrastructure to reduce installation and operational costs.
- Pepco Rebate: Rockville participated in Pepco's EVSmart Fleet program and was awarded a \$22,461 rebate for 6 fleet charging station ports installed at City Hall in 2025 and will receive an additional rebate once the 4 port Recreation Services Complex project is completed.
 - Maryland Energy Administration (MEA) grants and rebates: The City received a \$15,000 rebate from MEA for the 6 fleet charging station ports installed at City Hall. \$48,000 in grants from MEA's Smart Energy Community Clean Energy for Local Governments (CELG) program will be utilized to install 4 fleet charging station ports at Recreation Services Complex and 5 mixed use (Fleet and Public) ports at 6 Taft.
 - Maryland NEVI Program Round 2 Grant: On October 28, 2025, the Maryland Department of Transportation (MDOT) issued a press release to announce conditional awards under Round 2 of the National Electric Vehicle Infrastructure (NEVI) Program. Conditional awards have been issued for 12 project sites in 12 counties within Maryland. These projects will use over \$9.5 million in federal investments to install 48 public, convenient, and reliable Direct Current Fast Charging (DCFC) stations along the state's designated EV Alternative Fuel Corridors. Swift efforts by staff to repurpose documentation previously developed for the cancelled Charging and Fueling Infrastructure (CFI) Discretionary Grant, led to Rockville Swim and Fitness Center's selection as one of the NEVI 2.0 project sites. The Swim and Fitness Center would receive 4 public DCFC ports (up to a \$787,807 value) through a partnership with Francis Energy, who will manage the grant and design, install and operate the stations.
 - Maryland's IJJA-funded Carbon Reduction Program Grant: Montgomery County and the City progressed with site assessments and draft RFP development for up to 28 grant funded public charging station ports on City property and rights-of-way. After the County's RFP is posted, and a lease agreement with the City is approved, design and installation can proceed.

Action 3.2.3 Institutionalized Progress 29%

Operate, maintain and manage EV charging infrastructure

Updated on Jan 21, 2026 15:55:38

- The City is operating, maintaining, and managing 13 EV charging ports on City property. 13,088 kWh was dispensed to Fleet PHEV's and EV's in 2025 from the following Charging Station locations:
- City Hall (Bouc House): 9 Level 2 Fleet Ports
 - Police Station: 1 Level 2 Fleet Port
 - Rothgeb Maintenance Facility: 2 Level 2 Fleet Ports
 - Water Treatment Plant: 1 Portable Level 1 Port

Goal 4 Progress 29%

Inclusive Public Engagement and Oversight - Conduct inclusive and equitable public engagement to support EV adoption and monitor plan implementation.

	%	#
Institutionalized	100	3

Strategy 4.1 Progress 29%

Outreach and Engagement

	%	#
Institutionalized	100	2

Action 4.1.1 Institutionalized Progress 29%

Coordinate with community partners to conduct an inclusive public education and engagement campaign on electric vehicles and charging infrastructure

Updated on Mar 23, 2026 17:18:07

Public engagement and outreach for the EV Readiness Plan is achieved through multiple venues including Rockville Reports, social media, two email newsletters, Climate Solutions virtual sessions, in-person community events, and the [EV Readiness Plan's website resources section](#) . Highlights of 2025 public engagement are included in CAP C-25.

Action 4.1.2 Institutionalized Progress 29%

Promote the regional electric vehicle purchasing cooperative (EVPC) to increase the scale and rate of EV adoption

Updated on Mar 24, 2026 18:27:06

First launched in 2022, the [Montgomery County EV Purchasing Co-op \(EVPC\)](#) continues to work with local dealerships to provide incentives and discounts that will save residents money to purchase or lease new and pre-owned electric vehicles (EVs). In 2025, local dealers participated in the program to provide monthly incentives, which include incentives for purchase, leases, and charging. Rockville continued to promote the program and the monthly EV Purchasing Co-op newsletter.

Strategy 4.2 Progress 29%

Execute plan and monitor progress

	%	#
Institutionalized	100	1

Action 4.2.1

Institutionalized

Progress 29%

Monitor and report plan progress through the Climate Action Plan annual report

Updated on Mar 23, 2026 19:32:14

This is the first annual report developed in the software platform, Envisio, to communicate progress. The [transportation section of the Climate Action Plan](#) interactive public dashboard also includes measures to report progress updates and performance measures.



MAYOR AND COUNCIL Meeting Date: April 27, 2026

Agenda Item Type: INTRODUCTION

Department: CITY MANAGER'S OFFICE (CMO)

Responsible Staff: SARA TAYLOR-FERRELL

Subject

Introduction of an Ordinance to repeal and reenact City Code Chapter 8 of the Rockville Election Code Entitled "Elections"

Department

City Clerk/Director of Council Operations Office

Recommendation

Staff recommends that the Mayor and Council introduce the Ordinance to repeal and reenact Chapter 8 of the Rockville Election Code and schedule a public hearing.

Change in Law or Policy

Upon adoption, the new election code will repeal and reenact City Code Chapter 8, title "Elections," to reorganize the Chapter and provide an updated elections process in line with State law and best practices.

Discussion

The attached ordinance (Attachment 1) is provided for introduction purposes only. Following the introduction of the ordinance, pursuant to the City Charter, if three or more members of the Mayor and Council request a public hearing on the draft election code, one will be scheduled. Staff anticipates a public hearing will be held and has reserved time on the June 1, 2026, Mayor and Council meeting for the public hearing.

There will be further discussion during the work session on the proposed election code. Please review the work session staff report for more details.

Impact Statements

Equity

As drafted, the proposed ordinance is designed to enhance fairness, accessibility, and transparency in the City's electoral process. By emphasizing equitable treatment of all voters, ensuring that qualified residents can register and vote, the ordinance seeks to uphold the

integrity of elections and protect the rights of eligible voters. Key provisions, such as the establishment of accessible vote centers and compliance with the Americans with Disabilities Act (ADA) and the Help America Vote Act (HAVA), promote inclusivity for the elderly and voters with disability.

Environment

As drafted, the proposed ordinance includes provisions that may have indirect environmental impacts. The vote-by-mail system and the use of ballot drop boxes could reduce the need for voters to travel to polling locations, potentially lowering vehicle emissions and contributing to improved air quality in the City. Additionally, the use of electronic signatures and digital communication for campaign materials and election processes may reduce the reliance on paper, thereby decreasing paper waste and promoting more sustainable practices.

Economy

As drafted, the proposed ordinance includes measures such as vote-by-mail systems, ballot drop boxes, and accessible vote centers, which may or may not require investment in infrastructure and technology. Additionally, the ordinance includes provisions for public financing of municipal elections starting in 2031, which may require the allocation of City funds to support candidates from diverse socioeconomic backgrounds.

Mayor and Council History

This is the first time the Mayor and Council are introducing the ordinance to repeal and reenact City Code Chapter 8, titled “Elections,” to reorganize the Chapter and provide an updated elections process in line with State law and best practices.

Public Notification and Engagement

Following the introduction of the Ordinance, a public hearing will be scheduled and held prior to the adoption of the code.

Boards and Commissions Review

The Office of the City Attorney met with the Board of Supervisors of Elections (BSE) on March 26, 2026, where the city attorney provided an outline and overview of their approach to drafting the proposed code. The proposed draft has been shared with members of the BSE to review and provide feedback/comments.

Next Steps

Following the introduction of the Ordinance and staff will schedule the public hearing. The Ordinance is tentatively scheduled to be brought back before Mayor and Council for adoption on June 29, 2026.

Attachments

Attachment 1_Ordinance to Repeal and Reenact Chapter 8 of the City Code

ORDINANCE NO. _____

ORDINANCE: To repeal and reenact City Code Chapter 8, titled "Elections," to reorganize the Chapter and provide an updated elections process in line with State law and best practices

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND that Chapter 8 of the Rockville City Code, entitled "Elections," is hereby repealed in full and reenacted as follows:

Chapter 8

ELECTIONS

ARTICLE I. - IN GENERAL

DIVISION 1. - STATEMENT OF PURPOSE; APPLICABILITY; DEFINITIONS

Sec. 8-1. Short title.

This Chapter shall be known and may be cited as the "Rockville Election Code".

Sec. 8-2. Statement of purpose.

(a) The purpose of the election procedures contained in this Chapter is to provide for the conduct of Rockville municipal elections generally in the City of Rockville by exercising the powers granted to the Mayor and Council to provide for the conduct of Rockville municipal elections and for the prevention of fraud in connection with such elections.

(b) The intention of this Chapter is that the conduct of Rockville municipal elections should inspire public confidence and trust by assuring that:

(1) all persons voting in Rockville municipal elections are treated fairly and equitably;

(2) all qualified Rockville residents may register and vote in Rockville municipal elections and those who are not qualified do not vote in Rockville municipal elections;

(3) those who administer in Rockville municipal elections are well-trained, that they serve both those who vote and those who seek votes, and that they put the public interest ahead of all other interests;

(4) full information on Rockville municipal elections is provided to the public, including disclosure of campaign contributions and expenditures;

(5) Rockville resident convenience is emphasized in all aspects of the election process;

(6) security and integrity are maintained in the casting of ballots, canvassing of votes, and reporting of election results;

- (7) the prevention of fraud and corruption is diligently pursued; and
- (8) any offenses that occur are prosecuted.

Sec. 8-3. Applicability; Amendments.

- (a) The provisions of this Chapter applies only to Rockville municipal elections, including general, special, and recall elections, held subsequent to July 1, 2026.
- (b) No changes shall be made to this Chapter within 180 days of a Rockville municipal general election or within 30 days of a Rockville municipal special election unless such changes are approved by a vote of at least 6 members of the Mayor and Council.

Sec. 8-4. Definitions.

As used in this Chapter, the following terms shall have the meanings indicated unless a different meaning is clearly intended from the context in which the term appears:

- (a) “*Advisory referendum ballot questions*” means those questions that are included on a Rockville municipal general election ballot in accordance with the provisions of this Chapter.
- (b) “*Affidavit*” means a sworn statement in writing, including a self-affirmation.
- (c) “*Authorized candidate campaign committee*” means a campaign committee established under Article VII of this Chapter and authorized by a candidate to promote the candidate's candidacy.
- (d)(1) “*Ballot*” includes:
 - (i) a vote-by-mail ballot; or
 - (ii) a provisional ballot;
- (2) “*Ballot*” does not include:
 - (i) a sample ballot; or
 - (ii) a specimen ballot;
- (e) “*Ballot drop box*” means a secure, durable, and weatherproof container (if located outside) that is officially designated by the Board exclusively for Rockville eligible voters to deposit vote-by-mail ballots.
- (f) “*Ballot issue committee*” means a campaign committee that is formed to promote the success or defeat of a ballot question to be submitted to a vote at a Rockville municipal election.
- (g) “*Ballot questions*” means charter amendment ballot questions and advisory referendum ballot questions.
- (h) “*Board*” means the Board of Supervisors of Elections, the body designated by the Mayor and Council to administer and supervise Rockville municipal elections.

(i) “*Campaign committee*” means a combination of two or more individuals that has as its major purpose promoting the success or defeat of a candidate or ballot question submitted to a vote at any Rockville municipal election.

(j) “*Campaign finance entity*” means a campaign committee established under Article VII of this Chapter.

(k) “*Campaign finance report*” means a report, statement, affidavit, or other document that is:

- (1) authorized or required under this Chapter;
- (2) related to the campaign finance activities of a campaign committee; and
- (3) filed or submitted on a form prescribed by the Board under this Chapter.

(l)(1) “*Campaign material*” means any material that:

- (i) contains text, graphics, or other images;
- (ii) relates to a candidate, a prospective candidate, or the approval or rejection of a ballot question or prospective ballot question; and
- (iii) is published, distributed, or disseminated.

(2) “*Campaign material*” includes:

- (i) a qualifying paid digital communication;
- (ii) any other material transmitted by or appearing on the Internet or other electronic medium;
- (iii) an oral commercial campaign advertisement; and
- (iv) an automated or prerecorded oral communication.

(m) “*Candidate*” means an individual who:

- (1) is listed on the ballot for a Rockville elected office;
- (2) has begun to circulate Rockville nominating petitions or authorized another person to do so on their behalf for nomination for or election to a Rockville elected office; or
- (3) has received a contribution or made an expenditure or authorized another person to receive a contribution or make an expenditure with the intent to bring about their nomination for or election to any Rockville elected office.

(n) “*Certificate of withdrawal*” means a certificate filed with the City Clerk/Director of Council Operations by an individual withdrawing their candidacy for a Rockville elected office.

(o) “*Chapter*” means Chapter 8 of the Rockville City Code.

(p) “*Charter*” means the charter of The Mayor and Council of Rockville, a body corporate and municipal corporation of the State of Maryland, authorized under Article XI-E of the Maryland Constitution.

(q) “*Charter amendment ballot questions*” means those questions related to amendment of the Charter that are included on a ballot in accordance with the provisions of this Chapter.

(r) “*City*” means the The Mayor and Council of Rockville, a municipal corporation of the State of Maryland.

(s) “*City administered supplemental voter registry*” means the list of Rockville eligible voters, who are registered, in accordance with §8-29(b) of this Chapter, to vote in the upcoming Rockville municipal election.

(t) “*Continuing campaign committee*” means a campaign committee that is permitted to continue in existence from year to year.

(u)(1) “*Contribution*” means the gift or transfer, or promise of gift or transfer, of money or other thing of value to a campaign committee to promote or assist in the promotion of the success or defeat of a candidate, or ballot question.

(2) “*Contribution*” includes:

(i) proceeds from the sale of tickets to a campaign fund-raising event; and

(ii) a coordinated expenditure as defined in §8-97 of this Chapter.

(3) “*Contribution*” does not include the costs associated with the establishment, administration, or solicitation of voluntary contributions to a political action committee established by a corporation, limited liability company, general partnership, limited partnership, membership organization, trade association, cooperative, or corporation without capital stock as long as the political action committee only solicits contributions from employees of the organization that established the political action committee, or members of the organization that established the political action committee, and the employees or members are participating in a payroll deduction program established by the employer of the employee or member.

(v) “*County administered voter registry*” means a certified list developed by the Montgomery County Board of Elections in accordance with § 3-403 of the State Election Article of individuals eligible to vote in Rockville municipal elections who are included on the statewide voter registration list at addresses within the corporate boundaries of the City.

(w) “*Election cycle*” means the period that begins on the January 1 that follows a Rockville municipal general election and continues until the December 31 that is 4 years later.

(x) “*Electronic signature*” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

(y) “*Expenditure*” means a gift, transfer, disbursement, or promise of money or a thing of value by or on behalf of a campaign committee to promote or assist in the promotion of the success or defeat of a candidate or ballot question at a Rockville municipal election.

(z)(1) “*Independent expenditure*” means a gift, transfer, disbursement, or promise of money or a thing of value by a person expressly advocating the success or defeat of a clearly identified candidate or ballot question if the gift, transfer, disbursement, or promise of money or a thing of value is not made in coordination, cooperation, consultation, understanding, agreement, or concert with, or at the request or suggestion of, a candidate, an authorized candidate campaign committee, a slate, an agent of a candidate or candidates, or a ballot issue committee.

(2) For purposes of this subsection, “clearly identified” means:

- (i) the name of the candidate appears;
- (ii) a photograph or drawing of the candidate appears; or
- (iii) the identity of the candidate or ballot question is apparent by unambiguous reference.

(aa) “*Online platform*” means any public-facing website, web application, or digital application, including a social network, ad network, or search engine, that:

(1) has 100,000 or more unique monthly United States visitors or users for a majority of months during the immediately preceding 12 months; and

(2) receives payment for qualifying paid digital communications.

(bb) “*Person*” means a corporation, business, or other legal entity or an individual.

(cc) “*Political action committee*” means a campaign committee that is not:

- (1) a slate;
- (2) an authorized candidate campaign committee; or
- (3) a ballot issue committee.

(dd) “*Provisional ballot*” means a ballot that is cast by an individual but not counted until the individual’s qualifications to vote have been confirmed by the Board.

(ee) “*Qualifying paid digital communication*” means any electronic communication that:

- (1) is campaign material;

- (2) is placed or promoted for a fee on an online platform;
- (3) is disseminated to 500 or more individuals; and
- (4) does not propose a commercial transaction.

(ff) “*Quarterly CFR Submission Dates*” means January 5th, March 5th, July 5th, and October 5th.

(gg) “*Responsible officers*” means the treasurer and chairperson of a campaign committee.

(hh) “*Rockville elected office*” means either the office of the Mayor or Councilmember.

(ii) “*Rockville eligible voter*” means an individual who meets the specific requirements for voting in Rockville municipal elections.

(jj) “*Rockville municipal elections*” means Rockville municipal general elections, Rockville municipal special elections, and Rockville municipal recall elections.

(kk) “*Rockville municipal general election*” means an election for Mayor and Councilmembers, held the next Tuesday after the first Monday in the month of November in every fourth year beginning in the year 2015, as set forth in Article III, Section 4 of the Charter and §8-47 of this Chapter.

(ll) “*Rockville municipal recall election*” means an election to recall a member of the Mayor and Council, in accordance with the provisions set forth in Article III, Section 6 of the Charter and §8-49 of this Chapter.

(mm) “*Rockville municipal special election*” means an election to (a) elect a candidate to serve the remainder of the unexpired term of a member of the Mayor and Council who, by reason of death, resignation, removal from the City or otherwise, vacates their seat on the Mayor and Council, in accordance with Article III, Section 5 of the Charter and §8-48 of this Chapter, and (b) vote on the proposed amendment or amendments to the Charter in accordance with Article V, Section 3 of the Charter and §8-48 of this Chapter.

(nn) “*Rockville municipal voting system*” means a method of casting and tabulating ballots or votes for a Rockville municipal election.

(oo) “*Rockville nominating petition*” means a petition filed by an eligible individual with the City Clerk/Director of Council Operations in accordance with §8-38 of this Chapter in order to become a candidate for a Rockville elected office.

(pp) “*Rockville vote center*” means a site selected and established by the Board in accordance with the provisions of this Chapter where individuals can register to vote and cast ballots for a Rockville municipal election.

(qq) “*Sample ballot*” means a facsimile of a ballot used for informational purposes by a person or entity other than the Board.

(rr) “*Slate*” means a campaign committee of two or more candidates who join together to conduct and pay for joint campaign activities

(ss) “*Specimen ballot*” means a facsimile of a ballot used by the Board to provide notice to registered voters of the contents of the ballot.

(tt) “*State Board*” means the Maryland State Board of Elections.

(uu) “*State Election Article*” means Election Law Article of the Annotated Code of Maryland, as amended.

(vv) “*Transfer*” means a monetary contribution that is made by one campaign committee to another campaign committee.

(ww) “*Treasurer*” means an individual appointed in accordance with §8-80 of this Chapter.

(xx) “*Vote*” means to cast a ballot in a Rockville municipal election conducted in accordance with this Chapter.

(yy) “*Vote-by-mail ballot*” means a ballot that is mailed by the City Clerk/Director of Council Operations to each registered voter who is eligible to vote in the next Rockville municipal election.

(zz) “*Voter*” means a Rockville eligible voter.

DIVISION 2. - GENERAL PROVISIONS

Sec. 8-5. Computation of time.

(a) Calendar days shall be used in all computations of time made under this Chapter.

(b) In computing time for any act or event to be done before any Rockville municipal election, the first day is excluded, and the last, or election, day is included. Saturdays, Sundays, and City holidays are included but, if the time for any act to be done or the last day of any period is a Saturday, Sunday, or City holiday, the period is extended to include the next day that is not a Saturday, Sunday, or City holiday.

Sec. 8-6. Nonpartisan elections.

Candidates shall not run for any Rockville elected office as the representative or nominee of any political party.

Sec. 8-7. Electronic signatures.

The Board may accept an electronic signature for any form, document, report, or affidavit required by the Board under this Chapter.

Secs 8-8—8-15. Reserved

ARTICLE II. - BOARD OF SUPERVISORS OF ELECTIONS

Sec. 8-16. Organization.

(a) The Board shall consist of five regular members, who may be appointed by any member of the Mayor and Council, subject to the approval of a majority vote of the Mayor and Council. The Board is accountable to the Mayor and Council for its actions in all matters regarding the implementation of the requirements of this Chapter.

(b) Each member of the Board shall be a registered Rockville eligible voter in Montgomery County, shall reside within the corporate limits of the City, and shall not hold or be a candidate for any Rockville elected office during their term of office.

(c) Before taking office, each member of the Board shall take and subscribe to the following oath:

I, _____ residing at _____ in the City of Rockville, 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 Constitution and Laws thereof and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, fairly and honestly discharge the duties of a supervisor for the Board of Supervisors of Elections for the City of Rockville, according to the Constitution and laws of this State, and the Charter and laws of this City.

(d)(1) The terms of the members of the Board shall begin on the first Monday in June of an even year and shall run for four (4) years. Notwithstanding the foregoing, the terms of two (2) members shall be staggered with respect to the terms of the other three (3) members.

(2) At the end of a term, a member continues to serve until a successor is appointed and qualifies.

(3) If a vacancy occurs on the Board, the Mayor shall appoint, subject to approval of a majority vote of the Mayor and Council, an eligible individual as the successor member to fill the vacancy for the remainder of the unexpired term and until a qualified successor is appointed.

(e) The Board shall meet within 20 days after the beginning of the new term of members of the Board to elect one of its members as Chairperson.

(f) Upon a majority vote, the Mayor and Council may remove a member for incompetence, misconduct, or other good cause, upon written charges stating the Mayor and Council's grounds for dismissal and after affording the member notice and an opportunity to be heard in accordance with Article III, Section 2.b of the Charter.

Sec. 8-17. Duties.

(a) Registration of voters. Subject to the applicable provisions of the Charter and this Chapter, the Board shall supervise and administer the registration of individuals who are eligible to vote in Rockville municipal elections.

(b) Nomination of candidates. Subject to the applicable provisions of the Charter and this Chapter, the Board shall supervise and administer the nomination process of individuals seeking to have their names placed on ballots as candidates for Rockville municipal elections.

(c) General supervision of Rockville municipal elections. Subject to the applicable provisions of the Charter and this Chapter, the Board shall supervise and administer all Rockville municipal elections to ensure that the elections are conducted in an open, convenient, and impartial manner.

(d) Promulgation of administrative policies, procedures, forms and templates. The Board shall promulgate all administrative policies, procedures, forms and templates necessary for its supervision and administration of (i) the registration of individuals who are eligible to vote in Rockville municipal elections, (ii) the nomination process of individuals seeking to have their names placed on ballots as candidates for Rockville municipal elections, and (iii) all Rockville municipal elections to ensure that the elections are conducted in an open, convenient, and impartial manner.

(e) Posting of administrative policies, procedures, forms and templates. In order to provide transparency to the public, current versions of the Board's administrative policies, procedures, forms and templates will be posted on the City's website, unless the posting of a policy, procedure, form or template would compromise the integrity or security of a Rockville municipal election.

(f) Enforcement. The Board shall enforce the provisions of this Chapter in accordance with the provisions of Article VIII of this Chapter.

(g) The Board may recommend to the Mayor and Council amendments to Article III of the Charter and this Chapter when the Board deems such proposed amendments are necessary and will provide for improved open, convenient, and impartial Rockville municipal elections.

(h) The Board shall perform such other duties as may be assigned to the Board by the Rockville Charter and those ordinances and resolutions adopted by the Mayor and Council.

Sec. 8-18. Funding.

The Mayor and Council shall appropriate, as necessary, funds to enable the Board to pay the reasonable expenses incurred by the Board to discharge its duties prescribed in the Charter and this Chapter.

Sec. 8-19. Staff support.

(a) The City Clerk, City Manager, and City Attorney will each assist and support, and as appropriate, designate their respective staff members to assist and support the Board in its official duties.

(b) The City Clerk/Director of Council Operations is authorized to receive, on behalf of the Board, all affidavits, petitions, certificates, reports, notices, and other documents required to be filed under the provisions of this Chapter. Except as otherwise provided, all affidavits, petitions, certificates, reports, notices, and other documents submitted shall be deemed filed with the Board when received by the City Clerk City Clerk/Director of Council Operations and shall be transmitted to the Board without delay.

(c)(1) Except as provided in paragraph (2) of this subsection, and subject to technical difficulties, the City Clerk/Director of Council Operations shall work with the Department of Information and Technology to provide live streaming of each open meeting held by the Board.

(2) The live streaming requirement under paragraph (1) of this subsection does not apply with respect to:

- (A) an open meeting held off-site;
- (B) a project site visit; or
- (C) an inspection conducted by the Board.

(3) The Department of Information and Technology shall maintain a complete and unedited archived recording of each open meeting for which live streaming was provided under subsection (c)(2) of this section for a minimum of 5 years after the date of the meeting.

Secs 8-20—8-25. Reserved

ARTICLE III. - VOTER REGISTRATION

Sec. 8-26. Registration required.

No individual shall vote, or be permitted to vote, in any Rockville municipal election unless such individual is properly registered to vote with:

- (1) the State of Maryland in accordance with the State Election Article and the provisions of this Article; or
- (2) with the Board in accordance with the provisions of this Article and such administrative policies and procedures promulgated by the Board.

Sec. 8-27. Registration with the State of Maryland.

(a) Any individual shall automatically be entitled to cast a ballot in a Rockville municipal election if the individual:

(1) Is registered to vote with the State of Maryland in accordance with the State Election Article;

(2) Is included on the County administered voter registry at an address within the corporate boundaries of the City;

(3) Resides within the corporate boundaries of the City on the day such individual casts a ballot in a Rockville municipal election; and

(4) Is, in accordance with the Charter, at least [16 /18] years of age on the day such individual casts a ballot in a Rockville municipal election.

(b)(1) According to the State Election Article, except as provided in paragraph (2) of this subsection, an individual may register to vote with the State of Maryland if the individual:

(A) is a citizen of the United States;

(B) is at least 16 years old;

(C) is a resident of the State as of the day the individual seeks to register; and

(D) registers pursuant to Title 3 of the State Election Code.

(2) An individual is not qualified to register to vote with the State of Maryland if the individual:

(A) has been convicted of a felony and is currently serving a court-ordered sentence of imprisonment for the conviction;

(B) is under guardianship for mental disability and a court of competent jurisdiction has specifically found by clear and convincing evidence that the individual cannot communicate, with or without accommodations, a desire to participate in the voting process; or

(C) has been convicted of buying or selling votes.

Sec. 8-28. Registration with the Board.

If an individual is not registered to vote with the State of Maryland in accordance with the State Election Article and the provisions of this Article, an individual may still be entitled to cast a ballot in a Rockville municipal election if the individual:

(1) Resides within the corporate boundaries of the City on the day such individual casts a ballot in a Rockville municipal election;

(2) Is, in accordance with the Charter, at least [16 /18] years of age on the day such individual casts a ballot in a Rockville municipal election; and either

(3) registers to vote in City Hall with the City Clerk/Director of Council Operations, on behalf of the Board, in accordance with administrative policies and procedures promulgated by the Board; or

(4) registers to vote at a Rockville vote center on the day of a Rockville municipal election in accordance with administrative policies and procedures promulgated by the Board.

Sec. 8-29. Voter registries.

(a) County administered voter registry. In accordance with the State Election Article:

(1) the Montgomery County Board of Elections shall work with the Board to develop a plan and a schedule for the provision of County administered voter registries for Rockville municipal elections; and

(2) the Board shall request, and the Montgomery County Board of Elections shall provide at no cost, the County administered voter registries prepared in compliance with the plans and schedules established.

(b) City administered supplemental voter registry. The City Clerk/Director of Council Operations shall establish and maintain a City administered supplemental voter registry containing the names and address of those individuals who are not registered to vote with the State of Maryland, but who are registered to vote with the City and are entitled to vote in Rockville municipal elections.

Sec. 8-30. Challenges; Appeals.

(a) Challenges to the registration of any individual on the County administered voter registry shall be filed with the Montgomery County Board of Elections, in accordance with Montgomery County Board of Elections' policies and procedures.

(b) Challenges to the registration of any individual on the City administered supplemental voter registry shall be filed with the Board, in accordance with the Board's administrative policies and procedures.

(c) If an individual shall feel aggrieved by the action of the Board in refusing to register the individual or in striking off the name of any individual off the City administered supplemental voter registry, or by any other action, such individual may appeal to the Circuit Court for Montgomery County. Such appeal must be filed within three (3) days of the date of the decision of the Board and may thereafter be further appealed to the appellate courts of Maryland pursuant to the Maryland Rules of Procedure.

Secs 8-31—8-35. Reserved

ARTICLE IV. - CANDIDATES

Sec. 8-36. Eligibility.

(a) Candidates for mayor. An individual is eligible to become a candidate and have their name placed on a ballot for the office of Mayor if the individual:

(1) is registered to vote in the next Rockville municipal election in accordance with Article III of this Chapter;

(2) will be at least [16 /18] years of age on or before the day of the Rockville municipal election in which the individual will be a candidate; and

(3) will have resided within the corporate limits of the City for at least one year immediately preceding the day of the Rockville municipal election in which the individual will be a candidate.

(b) Candidates for city council. An individual is eligible to become a candidate and have their name placed on a ballot for Council if the individual:

(1) is registered to vote in the next Rockville municipal election in accordance with Article III of this Chapter;

(2) will be at least [16 /18] years of age on or before the day of the Rockville municipal election in which the individual will be a candidate; and

(3) will have resided within the corporate limits of the City for at least one year immediately preceding the day of the Rockville municipal election in which the individual will be a candidate.

Sec. 8-37. Candidacy for more than one office.

An eligible individual simultaneously may not be a candidate for more than one Rockville elected office.

Sec. 8-38. Rockville nominating petition

(a) An eligible individual may become a candidate and have their name placed on a ballot for a Rockville elected office only if:

(1) the eligible individual, or authorized agent of such individual, files a Rockville nominating petition with the City Clerk/Director of Council Operations in accordance with subsection (b) of this section, and the Board, upon determining that the Rockville nominating petition satisfies all of the Board's requirements, accepts such petition;

(2) the eligible individual, or authorized agent of such individual, establishes, or causes to be established, an authorized candidate campaign committee in accordance with §8-80 of this Chapter; and

(3) the eligible individual does not file a certificate of withdrawal in accordance with subsection (f) of this Section.

(b) Filing. An eligible individual, or an authorized agent of such individual, must, on a form prescribed by the Board, in accordance with the administrative policies and procedures promulgated by the Board, file under oath a Rockville nominating petition with the City Clerk/Director of Council Operations that has been signed by at least 100 registered Rockville eligible voters. The Rockville nominating petition shall include:

- (1) the name of the individual seeking to be a candidate;
- (2) a statement of the Rockville elected office to which election is sought;
- (3) a statement that the signors request that the name of the individual seeking to be a candidate be placed on the ballot; and
- (4) any other additional information that may be prescribed, from time to time, by the Board.

(c) The Rockville nominating petition shall be accompanied by a copy of all of the requisite statements filed with the Rockville Ethics Commission in accordance with §16-63 of the City Code, and such other forms and certificates as may be required by the Board.

(d) Individuals are not permitted to use nicknames, titles, degrees or other professional designations on a Rockville nominating petition.

(e) Filing deadline. A Rockville nominating petition must be filed with the City Clerk/Director of Council Operations, on behalf of the Board, not later than 5 p.m. at least 60 calendar days preceding the day of the Rockville municipal election in which the individual will be a candidate.

(f) Withdrawal of Rockville nominating petition.

(1) An individual who has filed a Rockville nominating petition in accordance with this Section, and such Rockville nominating petition has been accepted by the Board, may withdraw their candidacy by filing a certificate of withdrawal with the City Clerk/Director of Council Operations, on behalf of the Board, at least 55 calendar days preceding a Rockville municipal election.

(2) If a certificate of withdrawal is filed under this Section, the Rockville nominating petition to which the certificate of withdrawal relates is void and the name of the individual withdrawing will not be printed upon the ballots to be used in the Rockville municipal election unless the individual files a new Rockville nominating petition within the time limit prescribed for filing.

Sec. 8-39. City employees as candidates.

(a) In accordance with State law, City employees, including City employees who either seek to qualify as a candidate or qualifies as a candidate, may not engage in political activity while on the job during working hours.

(b) Any City employee who gains City elective office shall resign their position of employment with the City upon the assumption of office.

Sec. 8-40. Write-in candidates.

Write-in candidates are permitted in Rockville municipal elections in accordance with the administrative policies and procedures promulgated by the Board.

Secs 8-41—8-45. Reserved

ARTICLE V. – ROCKVILLE MUNICIPAL ELECTIONS

Sec. 8-46. In general.

(a) Conduct and uniformity of elections.

(1) Under the general supervision of the Board, Rockville municipal elections shall be conducted in accordance with the Charter, this Chapter, and the administrative policies and procedures promulgated by the Board.

(2) Except where it would be inappropriate, or as otherwise provided in this Chapter, the electoral process for Rockville municipal elections shall be uniform.

(b) Emergencies.

(1) In the event that a local state of emergency, declared by the Mayor and Council in accordance with the provisions of law, interferes with the Rockville municipal electoral process, the emergency ordinance may:

(A) provide for the postponement, until a specific date, of a Rockville municipal election;

(B) specify alternate Rockville vote centers; or

(C) specify alternate Rockville municipal voting systems.

(2) The Board shall develop administrative policies and procedures for all other emergencies that interfere with the Rockville municipal process.

(c) Notices.

In accordance with the Charter, the Board shall give at least one months' notice for every Rockville municipal election by an advertisement published at least four times during the period of such notice in at least one newspaper of general circulation in the City and by posting notice thereof during such period in some public place or places on the City. The Board shall promulgate administrative policies and procedures to provide for the requisite notices for each Rockville municipal election.

Sec. 8-47. Rockville municipal general elections.

(a) In accordance with Article III, Section 4 of the Charter, on the next Tuesday after the first Monday in the month of November in every fourth year beginning in the year 2015, Rockville eligible voters shall elect one individual as mayor and six individuals as councilmembers to serve for terms of four years.

[(b) Beginning in the year 20____, any individual elected to serve as mayor, and any individual elected to serve a councilmember shall not be permitted to serve more than _____ (____) consecutive terms of four years.]

[(c) In accordance with future amendments to the Charter, this Chapter, and administrative policies and procedures promulgated by the Board, beginning in the year [2031], the City shall provide for the election of [two] councilmembers in at-large elections and the election of [four] councilmembers in City council district elections.]

Sec. 8-48. Rockville municipal special elections.

(a) In accordance with Article III, Section 5 of the Charter, the Mayor and Council shall, by adoption of an ordinance, specify the date for a Rockville municipal special election at which Rockville eligible voters shall vote to elect a candidate to serve the remainder of the unexpired term of a member of the Mayor and Council who, by reason of death, resignation, removal from the City or otherwise, vacates their seat on the Mayor and Council.

(b) In accordance with Article V, Section 3 of the Charter, the Mayor and Council may, by adoption of a resolution, specify the date and the hours for a Rockville municipal special election at which Rockville eligible voters shall vote on the proposed amendment or amendments to the Charter. The date of the Rockville municipal special election must be within a period of not less than 40 days nor more than 60 days after adoption of the resolution.

Sec. 8-49. Rockville municipal recall elections.

In accordance with Article III, Section 6.d. of the Charter, the Mayor and Council shall, upon receipt of a certificate from the City Clerk/Director of Council Operations certifying that a recall petition is sufficient, order a Rockville municipal recall election to be held on a date not less than 30 days nor more than 45 days from the date of the certificate; provided, however, that if any other Rockville municipal election is to occur within 60 days from the date of the City Clerk's certificate, the Mayor and Council may, at its discretion, postpone the holding of the Rockville municipal recall election to the date of such other Rockville municipal election.

Secs 8-50—8-55. Reserved

ARTICLE VI. –VOTING

Sec. 8-56. Rockville municipal voting system.

(a) The Board shall select a Rockville municipal voting system for Rockville municipal elections. The Rockville municipal voting system selected by the Board must:

- (1) protect the secrecy of the ballot;

- (2) protect the security of the voting process;
- (3) count and record all votes accurately;
- (4) accommodate any ballot used under this Chapter;
- (5) protect all other rights of Rockville eligible voters and candidates;
- (6) be capable of creating a paper record of all votes cast in order that an audit trail is available in the event of a recount, including a manual recount; and
- (7) comply with both the American with Disabilities Act, P.L. 101-336, and the Help America Vote Act, P.L. 107-252, including accessibility standards adopted as part of the Voluntary Voting System Guidelines pursuant to the Help America Vote Act.

(b) The City Clerk/Director of Council Operations and the Department of Procurement, on behalf of the Board, shall work in conjunction to procure the Rockville municipal voting systems selected by the Board.

Sec. 8-57. Ballots – in general.

- (a) Voting by ballot required for Rockville municipal elections.
 - (1) In any Rockville municipal election conducted under this Chapter:
 - (A) all voting shall be by ballot; and
 - (B) only votes cast on a ballot may be counted.
 - (2) All ballots shall comply with the provisions of this Article.
 - (3) A ballot may not be used for any purpose not authorized by this Chapter.
- (b) Ballot standards. Each ballot shall:
 - (1) be easily understandable by Rockville eligible voters;
 - (2) present all candidates and ballot questions in a fair and nondiscriminatory manner;
 - (3) permit Rockville eligible voters to easily record a vote for the candidates of their choice and in response to ballot questions;.
 - (4) protect the secrecy of Rockville eligible voters' votes; and
 - (5) facilitate the accurate tabulation of the votes of Rockville eligible voters.
- (c) Ballot preparation – Board responsibility.

(1) The Board shall be responsible for the content and the arrangement of each ballot to be used in Rockville municipal elections, including the placement of candidate names and ballot questions (if any), and other material on the ballot, in accordance with the Board's administrative policies and procedures.

(2) Notwithstanding subsection (c)(1), above, in accordance with Board administrative policies and procedures, the placement of candidate names on ballots must be arranged by office in a randomized order.

(d) Ballot accountability.

The Board shall establish and maintain a system to account for, and maintain control over, the ballots from the beginning of production through postelection storage and disposition.

(e) Ballot questions.

(1) Charter amendment questions shall be placed on a Rockville municipal election ballot if a petition to amend the Charter, submitted to the Mayor and Council by the requisite number of Rockville eligible voters, complies with the requirements of Article V, Section 3 of the Charter.

(2) Advisory referendum questions shall be placed on a Rockville municipal general election ballot if, on or before the first Tuesday in August preceding a Rockville municipal general election, the Mayor and Council adopts a resolution approving such advisory referendum questions. The results of such referendum shall be advisory only and shall not be binding upon the Mayor and Council.

(f) Administrative policies and procedures.

The Board shall promulgate administrative policies and procedures for ballots, including ballot production, ballot security, and storage and retention of ballots following canvass and certification.

(g) Use, distribution, possession, or reproduction of unauthorized ballots prohibited.

(1) A person may not use, distribute, possess, print, or reproduce a ballot for a Rockville municipal election other than as authorized in this Chapter.

(2) A person who violates the provisions of subsection (a) of this section shall be subject to the penalties provided in Article VIII of this Chapter.

Sec. 8-58. Ballots – distribution.

(a) Mailing of ballot. In accordance with the administrative policies and procedures promulgated by the Board, the City Clerk/Director of Council Operations shall mail by nonforwardable mail a vote-by-mail ballot to each registered voter who is eligible to vote in the next Rockville municipal election.

(b) Envelope and oath.

(1) Vote-by-mail ballots mailed in accordance with subsection (a) of this Section shall be enclosed in an inner envelope designated the “ballot/return envelope,” which shall be enclosed in an outer envelope designated the “outgoing envelope” that is addressed to the registered voter. The form and content of the ballot/return envelope and the outgoing envelope shall be prescribed by the Board.

(2) Each outgoing envelope shall include a statement, prominently placed, requesting that the recipient return the ballot to the Board if the intended recipient no longer lives at that address. Each ballot/return envelope shall include prepaid postage, and an oath, prescribed by the Board.

(c) Instructions. All vote-by-mail ballots mailed in accordance with subsection (a) of this Section shall be accompanied by instructions, prescribed by the Board, for marking and returning the ballot.

(d) Replacement vote-by-mail ballots. In accordance with the administrative policies and procedures promulgated by the Board, the City Clerk/Director of Council Operations, on behalf of the Board, shall issue a replacement vote-by-mail ballot to each registered voter who is eligible to vote in the next Rockville municipal election if the City Clerk/Director of Council Operations has reasonable grounds to believe that the vote-by-mail ballot that was previously mailed to the voter has been lost, destroyed, spoiled, or not received.

Sec. 8-59. Submission of vote-by-mail ballots.

(a) Each registered voter who is eligible to vote in a Rockville municipal election may submit to the Board the vote-by-mail ballot distributed to them in accordance with §8-58 of this Chapter in a signed ballot/return envelope either:

- (1) by mail;
- (2) in person to the City Clerk/Director of Council Operations at City Hall during regular office hours;
- (3) through a ballot drop box; or
- (4) in person at a Rockville vote center on the day of the Rockville municipal election.

(b) Timeliness.

(1) A ballot is considered timely and may be counted if the ballot:

(A) is returned in person to the City Clerk/Director of Council Operations at City Hall by the voter no later than 5 p.m. on the day of a Rockville municipal election;

(B) is returned in person to a Rockville vote center by the voter no later than 8

p.m. on the day of a Rockville municipal election;

(C) is returned by the voter through a ballot drop box no later than 8 p.m. on the day of a Rockville municipal election; or

(D)(i) is received by mail by the Board no later than 5 p.m. on the first Thursday after a Rockville municipal election; and

(ii) was mailed on or before the Rockville municipal election day, as verified:

1. by a postmark; or

2. if the return envelope does not contain a postmark or the postmark is illegible, by the voter's affidavit that the ballot was mailed on or before election day.

(2) A ballot that does not meet the requirements of subsection (d)(1) of this Section is not timely and may not be counted.

Sec. 8-60. Vote centers.

(a) The Board shall, subject to the approval of the Mayor and Council, provide a suitable place or places within the City to serve as Rockville vote centers for each Rockville municipal election.

(b) Each Rockville vote center shall:

(1) provide an environment that is suitable to the proper conduct of an election;

(2) except as authorized in subsection (c) of this Section, be in a public building;

(3) whenever practicable, be selected and arranged to avoid architectural and other barriers that impede access or voting by elderly and physically disabled voters.

(c)(1) If suitable space in a public building is not available, the Board may pay a reasonable fee for the use of space in a privately owned building.

(2) A Rockville vote center may not be located in a privately owned building unless the owner of the building agrees to:

(A) allow electioneering on the premises up to the electioneering boundary established under §8-63 of this Article; and

(B) allow campaign signs on the premises, at a minimum, from 5 p.m. the day immediately preceding election day until 8 a.m. on the day immediately following election day.

(d) Rockville vote centers for all Rockville municipal elections shall be opened from seven o'clock (7:00) A.M. and remain open until all registered voters who are in line to vote by eight o'clock (8:00) P.M. have had an opportunity to vote.

(e) The Board shall provide election judges with detailed procedures for the closing of the Rockville vote centers.

Sec. 8-61. Election judges.

(a) Appointment and qualifications.

(1) *Appointment.* The Board shall provide at least three election judges to serve as the staff for each Rockville vote center.

(2) *Qualifications.* An election judge shall:

(A) be registered to vote in the next Rockville municipal election;

(B) be able to speak, read, and write the English language;

(C) not be engaged in any partisan or political activity related to a Rockville municipal election in which the individual will serve as an election judge, including serving as a (i) candidate for a Rockville elected office or (ii) treasurer or campaign chairperson for a campaign committee.

(3) The Board may adopt guidelines consistent with the provisions of this Article for the determination of the qualifications and training of individuals considered for appointment and the process of appointment as election judges.

(b) Oath. Each election judge shall be required to take the oath prescribed by Article I, § 9, of the Maryland Constitution before entering on the performance of the judge's official duties.

(c) Training of election judges. The Board shall:

(1) develop a training manual for election judges; and

(2) oversee the implementation of the training.

(d) Authority and duties.

(1) Under the supervision of the Board, an election judge shall:

(A) carry out the tasks assigned by the Board, including those set forth in any election judge instruction manual developed in accordance with subsection (c) of this Section, during the period of time that begins before the Rockville municipal election through the close of the Rockville vote centers and the return of materials to the Board; and

(B) take measures throughout election day to ensure that:

(i) each voter's right to cast a ballot in privacy is maintained;

(ii) the integrity of the voting process is preserved;

- (iii) order in the Rockville vote center is maintained; and
- (iv) all election laws are observed.

(2) While serving as an election judge on an election day, an election judge shall wear a badge that:

- (i) is in plain view; and
- (ii) identifies the individual as an election judge.

(3) An election judge shall:

- (i) keep the peace; and
- (ii) report to a police officer any person who breaches the peace, breaches any provision of this Article, or interferes with the work of the judges in conducting the Rockville municipal election and carrying out their assigned tasks.

(4) An election judge shall protect a challenger or watcher in the exercise of the rights of a challenger or watcher.

(e) Compensation. The compensation of election judges shall be fixed from time to time by the Mayor and Council.

(f) Appeals. The decisions of election judges with respect to an individual desiring to vote can be appealed to the Board during the open hours of the Rockville vote centers. The Board shall be available during at least the last hour of each Rockville municipal election day for the purpose of hearing such appeals.

(g) Removal of an election judge.

(1) The Board shall investigate promptly each complaint it receives regarding the fitness, qualification, or performance of an individual appointed to be an election judge.

(2) The Board shall remove any election judge who is unfit or incompetent for the office.

Sec. 8-62. Challengers and watchers.

(a) In accordance with Board administrative policies and procedures, members of the public who are registered with the City Clerk/Director of Council Operations shall have the right to serve as challengers or watchers at each place of registration and election.

(b) A challenger or watcher has the right to:

- (1) enter the Rockville vote center one-half hour before the polls open;
- (2) enter or be present at the Rockville vote center at any time when the polls are open;

(3) remain in the Rockville vote center until the completion of all tasks associated with the close of the polls and the election judges leave the Rockville vote center;

(4) maintain a list of registered voters who have voted, or individuals who have cast provisional ballots, and take the list outside of the Rockville vote center; and

(5) enter and leave a Rockville vote center for the purpose of taking outside of the Rockville vote center information that identifies registered voters who have cast ballots or individuals who have cast provisional ballots.

(c)(1)(i) A certificate signed by the City Clerk/Director of Council Operations shall be sufficient evidence of the right of a challenger or watcher to be present at a place of registration and election.

(ii) The Board shall prescribe a certificate that shall be supplied to the challenger or watcher.

(2) A challenger or watcher shall be positioned near the election judges so that the challenger or watcher may see and hear each individual as the individual offers to vote.

(d)(1) A challenger or watcher may not attempt to:

(i) ascertain how a voter voted or intends to vote;

(ii) converse in the Rockville vote center with any voter;

(iii) assist any voter in voting; or

(iv) physically handle an original election document.

(2) An election judge may eject a challenger or watcher who violates the prohibitions under paragraph (1) of this subsection.

Sec. 8-63. Electioneering.

(a) Electioneering boundaries. An individual may not canvass, electioneer, or post any campaign material in a Rockville vote center or within a line, established by the Board through the posting of signs, that is as practicable to 50 feet from the entrance and exit of a building where ballots are cast or within 50 feet of a ballot drop box that is located outside. The Board may modify the 50-foot requirement to accommodate unusual sites and/or weather conditions in accordance with its administrative policies and procedures.

(b) Campaign paraphernalia. Except as otherwise provided in this subsection, a voter may wear into the Rockville vote center a button, shirt, hat or other article of clothing with a campaign message on it. A poll watcher may not wear such campaign paraphernalia in the Rockville vote center. An election judge or any other person who is authorized to remain in or near a Rockville vote center for an extended period of time may not wear campaign paraphernalia while inside the Rockville vote center or within the electioneering boundary.

Sec. 8-64. Provisional voting.

(a) Requirements for casting a provisional ballot.

(1) If an individual is eligible under subsection (2) of this subsection, in accordance with administrative policies and procedures of the Board, the individual shall be issued and may cast a provisional ballot at a Rockville vote center on election day.

(2) An individual is eligible to cast a provisional ballot if:

(A) the individual's name does not appear on the County administered voter registry or the City administered supplemental voter registry;

(B) the individual does not have the necessary identification;

(C) an election judge asserts that the individual is not eligible to vote in accordance with the Board's administrative policies, procedures, and guidelines; or

(D) The individual votes during a period covered by a court order or other order extending the time for closing the Rockville vote center. A provisional ballot cast under this paragraph shall be separated and held apart from other provisional ballots cast by those not affected by the order.

(b) Application for provisional ballot. Before an individual casts a provisional ballot, the individual shall complete and sign the provisional ballot application prescribed by the Board:

(c) Instructions and special envelopes for provisional ballots.

(1) A provisional ballot shall be accompanied by instructions, prescribed by the Board, for marking and returning the ballot.

(2) When voted, a provisional ballot shall be enclosed in an envelope designated "provisional ballot/return envelope".

(d) Recordkeeping. The Board shall maintain a full record of provisional ballot voting in the City, including for each voter who votes using a provisional ballot.

(e) Guidelines for provisional voting.

(1) The Board shall establish guidelines for the administration of provisional ballot voting in the City.

(2) The guidelines shall provide for:

(A) the provisional ballot application process;

(B) ballot security, including storage of returned ballots;

(C) the canvass process;

(D) notice of the canvass to candidates, campaign organizations, news media, and the general public;

(E) observers of the process;

(F) review of ballots and envelopes submitted for compliance with the law and for machine tabulation acceptability;

(G) standards for disallowance of ballots during the canvass;

(H) storage and retention of ballots following canvass and certification.

Sec. 8-65. Canvassing of ballots.

The Board shall promulgate all administrative policies, procedures, forms and templates necessary for its supervision and administration:

- (1) the canvassing of vote-by-mail ballots;
- (2) the canvassing of provisional ballots;
- (3) the public observation of the canvassing of ballots; and
- (4) the custody and security of documents and records related to the canvassing of ballots.

Sec. 8-66. Election results.

(a) Unofficial election results. Immediately following the closing of the Rockville vote centers for a Rockville municipal election, in accordance with the administrative policies and procedures promulgated by the Board, the Board shall:

- (1) administer and supervise canvassing of the vote-by-mail ballots;
- (2) administer and supervise the tabulation of the vote-by-mail ballots;
- (3) verify the accuracy of the vote-by-mail ballot tabulation; and
- (4) determine and announce the unofficial results of the Rockville municipal election.

(b) Preliminary official election results. By no later than 6 p.m. on the Thursday following a Rockville municipal election, in accordance with the administrative policies and procedures promulgated by the Board, the Board shall:

- (1) administer and supervise canvassing of the vote-by-mail ballots received by the City Clerk/Director of Council Operations;
- (2) administer and supervise final canvassing of the provisional ballots;

(3) administer and supervise the tabulation of the provisional ballots and the vote-by-mail ballots received by the City Clerk/Director of Council Operations in accordance with §8-59(b)(1)(D) of this Chapter;

(4) verify the accuracy of the provisional ballot tabulation and the vote-by-mail tabulation;

(5) determine and announce the preliminary official results of the Rockville municipal election.

(c) Challenges to the election results.

(1) A candidate for mayor or councilmember may challenge the preliminary official election results if such results show that the candidate has lost an election by a margin of one-half (½) percent or less. The challenge must be made in writing to the Board within forty-eight (48) hours of the initial announcement of the preliminary official election results.

(2) If a candidate challenges preliminary official election results in accordance with subsection (c)(1), above, the Board must conduct a recount of the ballots in accordance with the administrative policies and procedures promulgated by the Board.

(3) The Board must announce the results of any recount conducted under this subsection (c) within five (5) days of receipt of a challenge.

(d) Tie votes.

(1) If, at the conclusion of a Rockville municipal election:

(A) two or more candidates with the highest number of votes for the office of Mayor have an equal number of votes, or

(B) two or more candidates with the sixth highest number of votes for Council have an equal number of votes;

then the Board shall proceed publicly to determine by lot which of the candidates shall be declared elected.

(2) Reasonable notice shall be given to such candidates of the time when such elections shall be so determined; and if they, or either of them, shall fail to appear in accordance with such notice, the Board shall proceed so as to determine the election in their absence.

(e) Final official election results. Within seven (7) calendar days after a Rockville municipal election, the Board must resolve all challenges and certify the final official election results for the election. After receiving the certified results, the City Clerk must record the results in the minutes of the Mayor and Council, post the results at City Hall, and cause the results to be announced on the City cable television channel and the City's website.

(f) Publication of election results by the State.

(1) In accordance with State law, within 30 days after the results of a Rockville municipal election has been certified by the Board, the City Clerk/Director of Council Operations shall submit to the State Board an electronic copy of the certified election results or each office or question voted on at the Rockville municipal election, including:

(A) vote totals for each office or question reported separately by each of the following voting methods, if applicable:

- (i) mail-in-voting or vote-by-mail;
- (ii) provisional voting; and
- (iii) in-person election day voting.

(2) In accordance with State law, the State Board shall, immediately after the City Clerk/Director of Council Operations submits the City's election results, publish the election results on the State Board's website.

Sec. 8-67. Preservation of ballots.

All ballots, ballot envelopes, official voting tallies, and certifications for a Rockville municipal election shall be preserved by the Board for at least six months from the date of the election in accordance with the administrative policies and procedures promulgated by the Board

[Sec. 8-68. Rank choice voting.

Beginning in the year 2031, elections for councilmembers and the mayor shall be conducted using a ranked voting method in accordance with the administrative policies and procedures promulgated by the Board.]

Secs 8-69—8-75. Reserved

ARTICLE VII. – CAMPAIGNS

Sec. 8-76. Purpose.

The purpose of this Article VII is to inspire public confidence and trust in Rockville municipal elections by ensuring that campaign activities, including the disclosure of campaign contributions and expenditures are made available for public inspection.

Sec. 8-77. Applicability.

The provisions of this Article VII apply to all Rockville municipal elections held in accordance with this Chapter.

Sec. 8-78. Summary of Article VII and sample forms.

(a)(1) The Board shall prepare a detailed summary of this Article and provide for distribution of the summary.

(2) When a Rockville nominating petition is filed, the City Clerk/Director of Council Operations shall, on behalf of the Board, provide the candidate with:

(A) a copy of the Board's detailed summary of this Article VII;

(B) a copy of this Article VII; and

(C) a copy of each form the candidate is required to file under this Article VII.

DIVISION 1. – CAMPAIGN FINANCE ORGANIZATION AND ACTIVITY

Sec. 8-79. Campaign finance entity required to conduct campaign finance activities.

(a) Unless otherwise expressly authorized by law, all campaign finance activity for a Rockville municipal election under this Chapter shall be conducted through a campaign finance entity.

(b) An individual may not become a candidate and have their name placed on a ballot for a Rockville elected office until the individual establishes an authorized candidate campaign committee.

Sec. 8-80. Campaign committee - establish

(a) A campaign committee may not receive or disburse money or any other thing of value unless the campaign committee is established in accordance with the requirements of this section.

(b) To establish a campaign committee:

(1) A treasurer and a chairperson shall be appointed on a form that the Board prescribes and that is signed by the treasurer and a chairperson and includes:

(A) the name of the campaign committee;

(B) the residence addresses of the treasurer and a chairperson;

(C) if the treasurer and a chairperson affirmatively consent to receiving notice under this Chapter only by electronic mail, the electronic mail address of the treasurer and a chairperson; and

(D) a statement of purpose which shall specify each candidate or ballot question, if any, that the campaign committee was formed to promote or defeat.

(2) The form shall be filed with the City Clerk/Director of Council Operations, on behalf of the Board.

(c) A campaign committee may not use a name that is intended or operates to deceive people as to the campaign committee's true nature or character. A campaign committee

established by or for a single candidate shall disclose within the campaign committee's name the name of the candidate.

(d) A change in the information reported under this section shall be disclosed in the campaign finance report next filed by the campaign committee.

Sec. 8-81. Campaign committee – treasurer and chairperson

(a) Qualifications and eligibility.

(1) Each treasurer shall be a registered voter of Montgomery County;

(2) Each chairperson shall be a registered voter of Montgomery County, and either a resident of the City or have a business address in the City.

(2) A candidate may not act as the treasurer of a campaign committee.

(b) Joint and several liability. Each treasurer and chairperson of a campaign committee are jointly and severally responsible for:

(1) filing all campaign finance reports in full and accurate detail; and

(2) except as otherwise provided in this Chapter, all other actions of the campaign committee.

(c) Control of contributions and expenditures by treasurer.

(1) All assets received by or on behalf of a campaign committee shall be:

(A) delivered to the treasurer; and

(B) maintained by the treasurer for the purposes of the campaign committee.

(2)(A) Assets of a campaign committee may be disbursed only:

(i) if they have passed through the hands of the treasurer; and

(ii) in accordance with the purposes of the campaign committee.

(B) Subject to §8-82(c) below and except as provided in paragraph (C) of this subsection, the treasurer shall approve all disbursements for the campaign committee.

(C)(i) If the treasurer of a campaign committee is temporarily unable to perform the duties of the office, the chairperson of the campaign committee may approve a disbursement on behalf of the campaign committee in the same manner as the treasurer.

(ii) If the chairperson approves a disbursement under this subsection, within 7 days after approving the disbursement, the chairperson shall submit a report to the treasurer for the account book of the campaign committee, including:

- chairperson;
1. a statement of the expenditure approved under the authority of the
 2. the name and address of the person to whom the expenditure was made;
 3. the purpose for which the expenditure was made; and
 4. a copy of the receipt for the expenditure that was made.

(iii) A chairperson who is a candidate may not approve a disbursement for a campaign committee.

(d) Notice. Notice shall be provided to a campaign committee by serving the treasurer and chairperson.

(e) Address change. The chairperson or treasurer of a campaign committee shall notify the Board of a change in the residence address or electronic mail address of the chairperson or treasurer, as applicable, no later than 21 days before the day on which the campaign committee's next campaign finance report is due under Division 3 of this Article.

(f) Resignation and vacancy.

(1) A chairperson or treasurer of a campaign committee may resign by completing a resignation form that the Board prescribes and filing the form with the City Clerk/Director of Council Operations, on behalf of the Board.

(2) If a vacancy occurs in the office of chairperson or the office of treasurer, the campaign committee shall promptly appoint a new chairperson or treasurer in accordance with this Article.

(3) A campaign committee may not receive or disburse money or any other thing of value if there is a vacancy in the office of chairperson or the office of treasurer.

Sec. 8-82. Campaign account.

(a)(1) Each campaign committee shall establish and designate one or more campaign accounts in a financial institution.

(2) Each designated campaign account must be registered in a manner that identifies it as the account of a campaign committee.

(3) A campaign committee shall deposit all funds received in a designated campaign account.

(b) Subject to subsection (c) of this Section, a campaign committee may not directly or indirectly make a disbursement except from a campaign account designated under subsection (a) of this Section.

(c) Petty cash fund.

- (1) A campaign committee may maintain a petty cash fund.
- (2) The campaign committee shall maintain a separate account book for the petty cash fund.
- (3) The petty cash fund:
 - (A) may not exceed \$250 at any time; and
 - (B) may be replenished only by check from a campaign account designated under subsection (a) of this section.
- (4) Not more than \$25 may be disbursed from the petty cash fund to a single recipient.
- (5) Each petty cash expenditure shall be supported by a receipt and reported by category on the appropriate campaign finance report.
- (6) This subsection does not authorize an expenditure that otherwise is unlawful under this article.
 - (d) A campaign committee may make a disbursement only by check, debit card, or an electronic method that the Board authorizes by administrative policy or procedure.
 - (e) Each expenditure made from a campaign account shall be supported by a receipt.
 - (f) Within 30 days after filing a campaign finance report with the City Clerk/Director of Council Operations, on behalf of the Board, the treasurer of an authorized candidate campaign committee shall provide both the candidate and the chairperson with a copy of the most recent bank statement for the campaign account.

Sec. 8-83. Account books and records.

- (a)(1) The treasurer of a campaign committee shall keep a detailed and accurate account book of all assets received, expenditures made, and obligations incurred by or on behalf of the entity.
 - (2) As to each asset received or expenditure made, the account book shall state:
 - (A) its amount or value;
 - (B) the date of the receipt or expenditure;
 - (C) the name and address of the person from whom the asset was received or to whom the expenditure was made; and
 - (D) a description of the asset received or the purpose for which the expenditure was made, including the check number. Electronic payments must be able to be verified by the date, payee, and the amount of the transaction.

(b) The account books and related records of a campaign committee shall be preserved until 2 years after the campaign committee files a final campaign finance report under Division 3 of this Article.

Sec. 8-84. Joining a slate.

(a)(1) To join a slate, a candidate shall file a written notice with the Board.

(2) The notice shall specify:

(A) the name of the slate that the candidate has joined; and

(B) the date on which the candidate joined the slate.

(b) A candidate may join a slate or continue as a member of a slate only if:

(1) the candidate has filed a Rockville nominating petition; or

(2)(A) the candidate is an incumbent officeholder; and

(B) the deadline for filing a Rockville nominating petition for the office the candidate holds has not passed.

Sec. 8-85. Requirements for out-of-state campaign committees.

(a) In this section, “out-of-state campaign committee” means a nonfederal campaign committee organized under the law of another state.

(b)(1) An out-of-state campaign committee shall register with the Board on a form that the Board prescribes within 48 hours after directly or indirectly making transfers in a cumulative amount of \$ [REDACTED] or more in an election cycle to one or more campaign finance entities organized under §8-80 of this Division.

(2) The registration form the Board prescribes shall require an out-of-state campaign committee to designate the election year in which the committee is participating.

(c) After registering with the Board, an out-of-state campaign committee shall file reports with the Board for the election year in which the committee is participating on or before each date that a campaign committee of a candidate is required to file a campaign finance report under Division 3 of this Article.

(d) The reports under subsection (c) of this section shall:

(1) disclose all expenditures made in the City by the out-of-state campaign committee:

(A) from the beginning of the election cycle in the case of the first report filed by the out-of-state campaign committee; or

(B) during the applicable reporting period under Division 3 of this Article for each

subsequent report filed by the out-of-state campaign committee;

(2) describe how to access the campaign finance reports filed by the out-of-state campaign committee in the state where the committee is registered and files the reports; and

(3) be filed in the manner and subject to the sanctions provided in this Chapter.

DIVISION 2. – CAMPAIGN CONTRIBUTIONS AND EXPENDITURES.

Sec. 8-86. Contribution requirements.

Except as otherwise provided by law, contributions to campaign committees may be made only in accordance with this Division 2 of this Article.

Sec. 8-87. Contribution limits.

(a) A person may not, either directly or indirectly, in an election cycle make aggregate contributions of money or anything of value in excess of:

(1) \$1,000 to any one campaign finance entity; or

(2) \$ to all campaign finance entities.

(b)(1) In this subsection, “business entity” includes a corporation, a sole proprietorship, a general partnership, a limited partnership, a limited liability company, a real estate investment trust, or other entity.

(2) Contributions by two or more business entities shall be considered as being made by one contributor if:

(A) one business entity is a wholly owned subsidiary of another; or

(B) the business entities are owned or controlled by at least 51% of the same individuals or business entities.

(c)(1) The Board will recommend annual increases in the campaign contribution limits set forth in subsection (a) of this Section based on an increase in the Consumer Price Index for All Urban Consumers (CPI-U) for the Washington-Arlington-Alexandria Core Based Statistical Area as published by the United States Department of Labor, Bureau of Labor Statistics or any successor index, for the preceding calendar year.

(2) When the campaign contribution limit is increased after such a recommendation pursuant to this subsection, the contribution limit shall be rounded to the nearest increment of twenty-five dollars (\$25.00).

(d) No candidate shall accept any contribution in excess of twenty-five dollars (\$25.00) in cash unless the contribution is made by check, money order, or other written or electronic instruments.

(e) The limits on contributions in this section do not apply to those contributions defined as transfers.

Sec. 8-88. Use of personal funds by candidate or candidate's spouse.

(a)(1) Contributions or loans to an authorized candidate campaign committee from the personal funds of the candidate or the candidate's spouse are not subject to the campaign contribution limits under §8-87 of this Division.

(2) Expenditures from personal funds by the candidate or the candidate's spouse for personal expenses of the candidate for filing fees, telecommunication services, travel, and food are not contributions.

(b) A contribution or loan to an authorized candidate campaign committee by the candidate or the candidate's spouse shall pass through the hands of the treasurer of the entity and be reported in accordance with Division 3 of this Article.

Sec. 8-89. Loans to campaign committees.

(a) A loan to a campaign committee is considered a contribution in the amount of the outstanding principal balance of the loan unless:

(1) the loan is from a financial institution;

(2) the loan is to an authorized candidate campaign committee and repayment of the loan is personally guaranteed by the candidate; or

(3) the loan is to a slate and repayment of the loan is personally guaranteed by all member candidates of the slate.

(b)(1) A loan may not be made to an authorized candidate campaign committee or a slate, or accepted on behalf of either entity, without the express written consent of the candidate or candidate members of the slate.

(2) The written consent of the candidate or candidate members of the slate constitutes the personal guarantee of the candidate or candidate members of the slate for repayment of the loan only if the document expressly so provides.

(3) A copy of the candidate's written consent shall be:

(A) furnished to the lender when the loan is made; and

(B) attached to the campaign finance report required of the entity under Division 3 of this Article for the reporting period during which the loan was made.

Sec. 8-90. Receipt of anonymous contributions.

If a campaign committee receives a contribution from an anonymous source, the campaign committee:

(A) may not use the contribution for any purpose; and

(B) shall remit the contribution to the City to help defray the expenses for Rockville municipal elections.

Sec. 8-91. Method of money contribution.

(a) A contribution of money may be made only by:

(1) check;

(2) credit card;

(3) cash, if the contribution does not exceed \$100 in an election cycle; or

(4) an electronic method that the Board authorizes by administrative policy and procedure.

(b) An electronic method of making a contribution that the Board authorizes under this Section shall ensure that:

(1) the identity of the person making the contribution may be verified;

(2) the transaction is secure; and

(3) there is an adequate record of the transaction.

Sec. 8-92. Campaign contribution receipts.

(a)(1) By the next deadline for filing a campaign finance report after receiving a contribution specified in paragraph (2) of this subsection, a treasurer shall issue a campaign contribution receipt on a form that the Board prescribes.

(2) A campaign contribution receipt shall be mailed or delivered to each person who makes one or more contributions in the cumulative amount of **\$51** or more.

(3) At the request of a contributor, a treasurer shall issue a campaign contribution receipt for any other contribution.

(4) A campaign contribution receipt issued under this Section is evidence of the contribution.

(b) The treasurer shall retain a duplicate copy of all campaign contribution receipts and report the information from a campaign contribution receipt in the campaign finance report filed by the treasurer under this Article.

Sec. 8-93. Right of individual to volunteer.

This Division 2 of this Article VII does not affect the right of an individual to volunteer

the individual's time or, for transportation incident to an election, personal vehicle.

Sec. 8-94. City funded entities.

An entity that at any time during an election cycle derives at least \$50,000 of its operating funds from the City may not make a contribution to any campaign finance entity during that election cycle.

Sec. 8-95. Transfer limits.

(a) In this section, a "campaign committee" includes a nonfederal out-of-state campaign committee.

(b) The limits on transfers set forth in subsection (c) of this section do not apply to a transfer:

(1) by the authorized candidate campaign committee of a member of a slate to a slate of which the candidate is a member; and

(2) by one authorized candidate campaign committee to another authorized candidate campaign committee

(c)(1) Subject to paragraph (2) of this subsection, during an election cycle, a campaign finance entity may not directly or indirectly make transfers in a cumulative amount of more than \$1,000 to any one other campaign finance entity.

(2) During an election cycle, a slate may not make transfers directly or indirectly to the authorized candidate campaign committee of any single member of the slate in a cumulative amount of more than \$.

(d) A transfer is not allowed if it is intended to conceal the source of the funds or the intended recipient.

Sec. 8-96. Transfers by political action committee to candidate.

A political action committee that makes a transfer to the campaign committee of a candidate or to a slate shall:

(1) display its official name, as filed with the Board under this Article, in a prominent place on the face of the check by which the funds are transferred; and

(2) include in a prominent place on the face of the check:

(A) the words "political action committee" or the notation "PAC", to indicate that the transferor is a political action committee; or

(B) if the political action committee is organized under Maryland law, the words "Maryland registered political action committee" or the notation "MD registered PAC" to indicate that the transferor is a Maryland political action committee.

Sec. 8-97. Coordinated expenditures

(a)(1) In this section the following words have the meanings indicated.

(2)(A) “Candidate” has the meaning stated in Section 8-4(m) of this Chapter.

(B) For purposes of this section, “candidate” includes a candidate, an authorized candidate campaign committee, a slate, and agents of a candidate, an authorized candidate campaign committee, or a slate.

(3) “Communication” includes social media interactions with a candidate.

(4)(A) “Coordinated expenditure” means a disbursement or an action to cause a disbursement that:

(i) promotes the success or defeat of a candidate or ballot question at a Rockville municipal election; and

(ii) is made in cooperation, consultation, understanding, agreement, or concert with, or at the request or suggestion of, the candidate or ballot committee that is the beneficiary of the disbursement.

(B) “Coordinated expenditure” includes a disbursement for any communication that republishes or disseminates, in whole or in part, a video, a photograph, audio footage, a written graphic, or any other form of campaign material prepared by the candidate or ballot committee that is the beneficiary of the disbursement.

(C) “Coordinated expenditure” does not include a disbursement for any communication that is not a public communication.

(5) “Coordinated spender” means a person that makes a disbursement to promote the success or defeat of a candidate or ballot question at a Rockville municipal election and for which one of the following applies:

(A) during the election cycle, the person was directly or indirectly formed or established by or at the request or suggestion of, or with the encouragement of, the candidate or ballot committee that is the beneficiary of the disbursement, including during the time before the individual became a candidate; or

(B) during the election cycle, the person is established, financed, directed, or managed by a member of the immediate family of the candidate who is the beneficiary of the disbursement, or the person or an agent of the person has had substantive discussions about the candidate’s campaign with a member of the immediate family of the candidate who is the beneficiary of the disbursement.

(6) “Disbursement” includes a deposit of money or a gift, a subscription, an advance, or other thing of value.

(7) “Donation” means a gift or transfer, or promise of gift or transfer, of money or other thing of value to a person.

(8) “Immediate family” has the meaning stated in [§ 9004\(e\) of the Internal Revenue Code of 1986](#).

(9)(A) “Person” includes an individual, a partnership, a campaign committee, an association, a corporation, a labor organization, and any other organization or group of persons.

(B) “Person” does not include a campaign committee that exclusively accepts contributions that are subject to the limits under §8-87 of this Division.

(10)(A) “Professional services” means any paid services in support of a political campaign, including advertising, message, strategy, policy, polling, communications development, allocation of campaign resources, fund-raising, and campaign operations.

(B) “Professional services” does not include accounting, legal, print, or mail services.

(11)(A) “Public communication” means a communication by means of any broadcast television or radio communication, cable television communication, satellite television or radio communication, newspaper, magazine, outdoor advertising facility, mass mailing, e-mail blast, text blast, qualifying paid digital communication, or telephone bank to the general public, or any other form of general public political advertising.

(B) “Public communication” does not include:

(i) a news story, a commentary, or an editorial disseminated by a broadcasting station, including a cable television operator, programmer, or producer, satellite television or radio provider, website, newspaper, magazine, or other periodical publication, including any Internet or electronic publication, that is not controlled by a candidate or ballot committee;

(ii) an internal membership communication by a business or other entity to its stockholders or members and executive and administrative personnel and their immediate families, or by a membership entity to its members, executive and administrative personnel and their immediate families; or

(iii) a candidate debate or forum.

(b)(1) A person may not:

(A) make a coordinated expenditure in excess of the limits established under §8-87 of this Division; or

(B) make a donation to a person for the purpose of furthering a coordinated expenditure in excess of the limits under §8-87 of this Division.

(2) A candidate or ballot committee may not, directly or indirectly, be the beneficiary of a coordinated expenditure in excess of the limits under §8-87 of this Division

(c) A person may not be considered to have made a coordinated expenditure solely on the grounds that the person or the person’s agent engaged in discussions or communications with a candidate regarding a position on a legislative or policy matter, provided that there is no communication between the person and the candidate regarding the candidate’s campaign advertising, message, strategy, polling, allocation of campaign resources, fund-raising, or other campaign activities.

(d) A person that makes a disbursement to promote the success or defeat of a candidate or ballot question at a Rockville municipal election is presumed to have made a coordinated expenditure if:

(1) the person is a coordinated spender with respect to the candidate or ballot committee that is the beneficiary of the disbursement;

(2) during the 18-month period preceding the disbursement, the person employs or retains a responsible officer of a campaign committee affiliated with the candidate or ballot committee that is the beneficiary of the disbursement;

(3) during the 18-month period preceding the disbursement, the person employs or retains a strategic political campaign, media, or fund-raising advisor or consultant of the candidate or political party that is the beneficiary of the disbursement; or

(4)(A) during the 18-month period preceding the disbursement, the person has retained the professional services of a vendor, an advisor, or a consultant that, during the election cycle, has provided professional services to the candidate or political party that is the beneficiary of the disbursement; and

(B) the vendor, advisor, or consultant has not established a firewall to restrict the sharing of strategic campaign information between individuals who are employed by or who are agents of the person and the candidate or political party that is the beneficiary of the disbursement.

(e) A person may rebut the presumption under subsection (d) of this section by presenting sufficient contrary evidence and obtaining a declaratory ruling from the Board before making a disbursement to promote the success or defeat of a candidate or political party at an election.

(f) The Board may adopt administrative policies and procedures as necessary to implement this Section.

Sec. 8-98. Independent expenditures by individuals.

Except for a candidate, this Article does not prohibit an individual who acts independently of any other person from:

- (1) expressing personal views on any subject; or
- (2) making an expenditure of personal funds to purchase campaign material.

Sec. 8-99. Prohibited expenditures

(a) Political endorsement. A campaign finance entity, or a person acting on its behalf, may not at any time, directly or indirectly, pay or incur an obligation to pay, and a person may not, directly or indirectly, receive any money or thing of value, for a political endorsement.

(b) Walk-around services.

(1) A campaign finance entity, or a person acting on its behalf, may not at any time, directly or indirectly, pay or incur an obligation to pay, and a person may not, directly or indirectly, receive any money or thing of value, for walk-around services.

(2) In this subsection, “walk-around services” means the following activities performed for money:

- (A) distributing campaign material;
- (B) communicating a voting preference or choice in any manner;

- (C) stationing a person, including oneself, or an object in the path of a voter; or
- (D) electioneering as described in §8-63 of this chapter.

Sec. 8-100. Presentation of claims for payment.

A person who claims that money is due from a campaign committee shall present a claim for payment to the treasurer not later than 30 days after the election for which the liability was incurred.

Sec. 8-101. Disposal of surplus funds.

(a) After all campaign expenditures have been made and before filing a final campaign finance report under Division 3 of this Article, any remaining balance in the account of a campaign finance entity shall be returned pro rata to the contributors or paid to:

- (1) the City to help defray the expenses for Rockville municipal elections.
- (2) a nonprofit organization that provides services or funds for the benefit of pupils or teachers; or
- (3) a charitable organization registered or exempt from registration under the Maryland Charitable Solicitations Act.

(b) In the case of continuing campaign committees, surplus funds may be carried forward to be used in the next election cycle provided such funds are reported as carry-forward receipts during the next election cycle.

DIVISION 3. – REPORTING REQUIREMENTS.

Sec. 8-102. Campaign finance report requirements.

(a)(1) From the date of its organization until its termination under the provisions of this Chapter, a campaign committee shall file a campaign finance report with the City Clerk/Director of Council Operations, on behalf of the Board, at the times and for the periods required by this Division.

- (2) A campaign finance report submitted using an electronic format shall:
 - (A) be made under oath or affirmation;
 - (B) require an electronic signature from the treasurer at the time of the filing of the campaign finance report; and
 - (C) be made subject to the penalties for perjury.

(b) A campaign finance report filed by a campaign committee under subsection (a) of this Section shall include the information required by the Board with respect to all contributions

received and all expenditures made by or on behalf of the campaign committee during the designated reporting period.

(c) A campaign committee shall report the following information on its campaign finance reports for each contribution the committee receives:

(1) the amount of each contribution; and

(2) the name and residential address of each contributor, unless a contributor receives a confidentiality waiver from the Board for a residential address, in which case a suitable alternative address approved by the Board may be used.

(d) A campaign finance report prescribed by this Division for the campaign committee of a candidate is required whether or not:

(1) the candidate files a Rockville nominating petition;

(2) the candidate withdraws or otherwise ceases to be a candidate;

(3) the candidate's name appears on the ballot; or

(4) the candidate is successful in the Rockville municipal election.

Sec. 8-103. Campaign finance reporting periods and deadlines.

(a) Campaign finance reports filed under §8-102 of this Division shall cover the following reporting periods:

(1) *Campaign finance reporting periods for Rockville municipal general elections.*

(A) First campaign finance report.

(i) Subject to subparagraph (ii) below, the first campaign finance report filed by a campaign committee for a Rockville municipal general election shall cover the period from the date the campaign committee was established in accordance with §8-80 of this Article through the next Quarterly CFR Submission Date. The first campaign finance report filed with the Board shall contain all contributions received and expenditures made from the date the campaign committee was established through and including the subsequent Quarterly CFR Submission Date. The deadline for filing the first campaign finance report by a campaign committee shall be 5:00 p.m. on the eighth day of the month following the Quarterly CFR Submission Date.

(ii) The first campaign finance report filed by a continuing campaign committee for a Rockville municipal general election shall cover the period from the date the last campaign finance report was filed by the continuing campaign committee with the Board through January 5 of the year in which the Rockville municipal general election will be conducted. The first campaign finance report filed with the Board shall contain all contributions received and expenditures made from date the last campaign finance report was filed with the Board through January 5 of the year in which the Rockville municipal general election will be conducted. The

deadline for filing the first campaign finance report by a continuing campaign committee shall be 5:00 p.m. on January 8 of the year in which the Rockville municipal general election will be conducted.

(B) Subsequent campaign finance reports.

(i) Following the filing of the first campaign finance report in accordance with subparagraphs (A)(i) or (ii) above, subsequent campaign finance reports filed by campaign committees with the Board shall cover the periods from the sixth day of the month of the previous campaign finance report filing period to the subsequent Quarterly CFR Submission Date. The deadline for filing each subsequent campaign finance report filed under this subparagraph (i) shall be 5:00 p.m. on the eighth day of the month following the Quarterly CFR Submission Date.

(ii) Following submission of the campaign finance report for the period ending October 5 of the year in which the Rockville municipal general election will be conducted, the next campaign finance report filed with the Board shall cover the period from October 6 of the year in which the Rockville municipal general election will be conducted to and including the seventh day preceding the Rockville municipal general election. The deadline for filing this campaign finance report shall be 5:00 p.m. on the fifth day preceding the Rockville municipal general election.

(C) Final campaign finance report.

(i) Before a campaign committee files a final campaign finance report, the entity shall pay all outstanding obligations and dispose of all of its remaining assets in accordance with §8-101 of this Article.

(ii) The final campaign finance report filed by a campaign committee for a Rockville municipal general election shall cover the period from the sixth day preceding the Rockville municipal general election to and including December 31 of the year in which the Rockville municipal general election was conducted. The deadline for filing the final campaign finance report by a campaign committee for a Rockville municipal general election shall be 5:00 p.m. on January 15 of the first year of the new election cycle.

(2) *Campaign finance reporting periods for Rockville municipal special elections.*

(A) First campaign finance report.

(i) Subject to subparagraph (ii) below, the first campaign finance report filed by a campaign committee for a Rockville municipal special election shall cover the period from the date the campaign committee was established in accordance with §8-80 of this Article through and including the 30th day preceding the Rockville municipal special election. The deadline for filing this campaign finance report shall be 5:00 p.m. on the 27th day preceding the Rockville municipal special election.

(ii) The first campaign finance report filed by a continuing campaign committee for a Rockville municipal special election shall cover the period from the date the last campaign finance report was filed by the continuing campaign committee with the Board in accordance with

§8-103(a)(3) below through and including the 30th day preceding the Rockville municipal special election. The deadline for filing this campaign finance report shall be 5:00 p.m. on the 27th day preceding the Rockville municipal special election.

(B) Subsequent campaign finance report.

Following the filing of the first campaign finance report for a Rockville municipal special election in accordance with subparagraphs (A)(i) or (ii) above, a subsequent campaign finance report must be filed by campaign committees with the Board which shall cover the period from the 29th day preceding the Rockville municipal special election to and including seventh day preceding the Rockville municipal special election. The deadline for filing this campaign finance report shall be 5:00 p.m. on the fifth day preceding the Rockville municipal special election.

(C) Final campaign finance report.

(i) Before a campaign committee files a final campaign finance report, the entity shall pay all outstanding obligations and dispose of all of its remaining assets in accordance with §8-101 of this Article.

(ii) The final campaign finance report filed by a campaign committee for a Rockville municipal special election shall cover the period from the sixth day preceding the Rockville municipal general election to and including the 30th day following the date of the Rockville municipal special election. The deadline for filing the final campaign finance report by a campaign committee for a Rockville municipal special election shall be 5:00 p.m. on the 33rd day following the date of the Rockville municipal special election.

(b) Campaign finance reporting periods for continuing campaign committees.

Continuing campaign committees shall be required to file campaign finance reports in accordance with the administrative policies and procedures promulgated by the Board.

Sec. 8-104. Forms for campaign finance reports.

The Board shall prescribe the forms for the campaign finance reports and other documents required by this Article.

Sec. 8-105. Notice to campaign committees of reporting requirements.

(a)(1) In accordance with paragraph (2) of this subsection, the Board shall notify each campaign committee that is required under this Division to file campaign finance reports of each campaign finance report required to be filed by that entity.

(2) The notice shall be provided:

(A) at least 10 but not more than 20 days before the filing date for each campaign finance report; and

(B) by first-class mail, unless the responsible officers of a campaign committee affirmatively consent to receiving the notice only by electronic mail.

(b) The notice required under subsection (a) of this Section shall include:

- (1) the filing date;
- (2) the telephone number, business hours, and location of the City Clerk / Director of Council Operations; and
- (3) the penalty for failure to file a timely campaign finance report.

Sec. 8-106. Failure to file campaign finance report or affidavit.

(a) A campaign committee that fails to file a campaign finance report, an affidavit, or an amended campaign finance report required by this Division is subject to the sanctions provided in Article VIII of this Chapter.

(b) If a campaign committee fails to provide on a campaign finance report required by §8-102 of this Division all of the information required of the campaign committee by the Board under this Division:

- (1) the Board shall notify the responsible officers in writing of the particular deficiencies; and
- (2) the responsible officers shall file an amended campaign finance report that includes all of the information required within 30 days after service of the notice.

Sec. 8-107. Late filing fees.

(a) In accordance with subsection (b) of this Section, the Board shall assess late filing fees for a failure to file a campaign finance report, an affidavit, or an amended campaign finance report, as specified in §8-106 above.

(b)(1) The Board shall assess the fees in the following amounts for each day or part of a day that a campaign finance report, an affidavit, or an amended campaign finance report is overdue:

- (A) \$20 for each of the first 7 days;
- (B) \$35 for each of the following 7 days; and
- (C) \$50 for each day thereafter.

(2) The maximum fee payable for a campaign finance report, an affidavit, or an amended campaign finance report is \$1,000.

(c)(1) The Board shall accept an overdue campaign finance report, affidavit, or amended campaign finance report that is submitted without payment of the late filing fee, but the campaign

finance report, affidavit, or amended campaign finance report is not considered filed until the fee has been paid.

(2) After an overdue campaign finance report, affidavit, or amended campaign finance report is received under paragraph (1) of this subsection no further late filing fee shall be incurred.

(d)(1) Subject to paragraph (2) of this subsection, a late filing fee shall be paid by the campaign committee.

(2) If the campaign committee has insufficient funds with which to pay a late filing fee in a timely manner, the late filing fee is the joint and several liability of the responsible officers.

Sec. 8-108. Disqualification of individual from candidacy or treasurer position.

(a) An individual may not become a candidate for a Rockville elected office or become a treasurer for a campaign committee if, as to any campaign finance report due under §8-102 of this Division from, or on behalf of, that individual during the preceding five calendar years:

(1) there exists a failure to file as specified in §8-106 of this Division; or

(2) the individual has failed to pay a late filing fee that is due.

Sec. 8-109. Disqualification of individual from assuming elected office.

(a) An individual who, within the meaning of §8-106 of this Division, has failed to file a campaign finance report that is due from, or on behalf of, that individual may not, until the individual corrects the failure to file or pay the penalty:

(1) be deemed to be elected to a Rockville elected office;

(2) take the oath or otherwise assume the duties of a Rockville elected office; or

(3) receive any salary or compensation for a Rockville elected office.

Sec. 8-110. Relief from sanctions for failure to file report.

(a) A sanction may not be imposed for failure to file a campaign finance report or to pay a late filing fee if a court of competent jurisdiction finds just cause for the failure.

(b)(1) On request of a responsible officer subject to the assessment of a late filing fee, the Board may waive the late filing fee for just cause.

(2) The decision of the Board on a waiver request shall be in writing and state the circumstances surrounding the late filing and the reasons for the decision.

Sec. 8-111. Distribution of late fees.

Fees for late filing of campaign finance reports, affidavits, or amended campaign finance reports imposed under §8-107 of this Division shall be distributed to the City to help defray the

expenses for Rockville municipal elections.

Sec. 8-112. Retention of campaign finance reports.

(a)(1) The Board shall receive and preserve all campaign finance reports that are required to be filed with it under this Division.

(2) Subject to paragraph (3) of this subsection, the campaign finance reports received by the Board shall be kept as part of its records for:

(A) a period not to exceed 5 years after the campaign finance report is filed; or

(B) a longer period if required by a court of competent jurisdiction or the Board by regulation.

(3)(A) Notwithstanding paragraph (2) of this subsection, if the campaign finance report is that of a campaign committee of a candidate, the Board shall keep the campaign finance report as a part of its records for at least 1 year after the expiration of the term of the Rockville elected office for which the candidate sought election.

(B) Subparagraph (A) of this paragraph applies whether or not:

(i) the candidate is elected or completes the term of office; and

(ii) the campaign finance report relates to more than one candidate.

(b) Campaign finance reports shall be open for public inspection during the regular office hours of the City Clerk/Director of Council Operations.

DIVISION 4. – CAMPAIGN MATERIALS.

Sec. 8-113. Authority line required in campaign materials.

(a)(1) Except as otherwise provided in this Section, each item of campaign material shall contain, set apart from any other message, an authority line that states:

(A) as to campaign material published, distributed, or disseminated by a campaign finance entity:

(i) the name and address of the treasurer of each campaign finance entity responsible for the campaign material; and

(ii) as to each treasurer named under item (i) of this item, the name of each campaign finance entity for which the treasurer is acting; and

(B) as to campaign material published, distributed, or disseminated by any other person, the name and address of the person responsible for the campaign material.

(2) The authority line may omit an address that is on file with the Board.

(3) If the campaign material is too small to include all the information specified in paragraph (1) of this subsection in a legible manner, the authority line need only contain the information required by administrative policies and procedures adopted by the Board.

(4) The authority line for campaign material that is a commercial advertisement need only contain the information specified in paragraphs (1) and (2) of this subsection for one campaign finance entity or other person responsible for the advertisement.

(b) Campaign material that is published or distributed in support of or in opposition to a candidate, but is not authorized by the candidate, shall include the following statement:

“This message has been authorized and paid for by (name of payor or any organization affiliated with the payor), (name and title of treasurer or president). This message has not been authorized or approved by any candidate.”

Sec. 8-114. Retention of campaign materials.

(a)(1) Subject to paragraph (2) of this subsection, each campaign finance entity that is responsible for, publisher of, and distributor of, an item of campaign material shall keep a sample copy of the item for at least 1 year after the Rockville municipal election next following the date when the item was published or distributed.

(2) For each item of campaign material disseminated through the Internet, the sample copy shall be:

(A) a paper facsimile; or

(B) a copy on an electronic medium that can be produced as a paper facsimile on request.

(b) Subsection (a) of this section does not apply to a billboard or a sign.

Sec. 8-115. Campaign material transmitted through electronic media.

(a) In this section, “electronic media” means any electronic medium, except television or radio, that may be used to transmit campaign material.

(b) The Board shall adopt administrative policies and procedures governing the application of §8-113 and §8-114 of this Division to campaign material transmitted through electronic media.

Sec. 8-116. Reserved.

DIVISION 5. – PUBLIC FINANCING OF ROCKVILLE MUNICIPAL ELECTIONS

Sec. 8-117. Public Financing of Rockville Municipal Elections.

[In accordance with future amendments to the Charter, this Chapter, and the administrative policies and procedures promulgated by the Board, beginning in the year 2031,

the City will provide public financing to candidates running for elected office in for Rockville municipal elections.1

Secs 8-118—8-135. Reserved

ARTICLE VIII. – VIOLATIONS; ADMINISTRATIVE HEARINGS

Sec. 8-136. Misdemeanor.

(a) Misdemeanors generally. Any person who casts a mail-in or provisional ballot in violation of this Chapter is guilty of a misdemeanor, and upon conviction is subject to a fine of up to \$1,000 or imprisonment for up to six months, or both, at the discretion of the court. Penalties under this provision are in addition to any penalties for violation of applicable State law.

(b) Referral for prosecution. If the Board has reason to believe that a person has cast a mail-in or provisional ballot in violation of this Chapter, the Board may refer the matter to the State’s Attorney’s Office.

Sec. 8-137. Administrative violation.

(a) Administrative violations. A person who violates any provision of this Chapter other than those listed in Section 8-136(a) is guilty of an administrative violation.

(b) Notice of Violation.

(1) If the Board has reason to believe that a person has violated any provision of this Chapter other than those listed in Section 8-136(a), the Board must issue the person a notice of violation in accordance with this Section.

(2) A notice of violation issued under Section 8-137(b)(1) must include the following information:

(A) The nature of the violation;

(B) The specific relief sought, including cessation or remediation of the violation and payment of administrative fines pursuant to Section 8-137(c);

(C) An order that the responsible person must provide the relief sought, including payment of any fines, within 30 days of the notice of violation or by such other date as established by the Board; and

(D) The manner in which the responsible person may request an administrative hearing to contest the notice of violation pursuant to Section 8-138.

(3) Upon a showing of good cause, the Board may amend a notice of violation to, among other things, grant additional time in which to abate the violation or otherwise provide the relief sought.

(c) Fines. Subject to Mayor and Council approval, the Board shall, by resolution, adopt a schedule of administrative fines for violations of various provisions of this Chapter. No fine may exceed \$5,000.00 per violation.

Sec. 8-138. Administrative hearing.

(a) Request for hearing.

(1) Any person subject to a notice of violation issued under Section 8-137 may request an administrative hearing to contest the alleged violation.

(2) A request for an administrative hearing on a notice of violation must be made within 30 days of the date printed on the notice of violation.

(3) A request for an administrative hearing must be made to the City Clerk/Director of Council Operations, who must promptly refer any request for an administrative hearing under this Section to the Board and to the City Attorney.

(4) A timely-filed request for an administrative hearing shall toll the order of the Board until the final decision of the Board pursuant to Section 8-138(e).

(b) Hearing officer.

(1) Upon receipt of a valid request for an administrative hearing under this Section, the City Attorney must arrange for an independent hearing officer to hold an administrative hearing on the alleged violation as soon as practicable.

(2) The hearing officer must not be an employee of the City and must have sufficient training and knowledge to be qualified to hear testimony, weigh evidence, and afford due process to all parties in an impartial and unbiased manner.

(c) Notice of hearing.

(1) The City Clerk/Director of Council Operations must issue an administrative notice of a pending administrative hearing at least 30 days before the hearing to the Board, the City Attorney, and the person requesting the hearing.

(2) The City Clerk must issue the administrative notice to the person requesting the hearing by certified mail.

(3) The notice of hearing must contain a statement advising the recipient of the date, time, and location of the hearing.

(d) Hearing and report.

(1) The hearing officer shall conduct a full, fair, and impartial hearing on the alleged violation pursuant to rules of procedure adopted by the City Attorney.

(2) Following the hearing, the hearing officer must submit a report and recommendation to the Board on the alleged violation no later than 30 days after the hearing record closes.

(3) The hearing officer may extend the time to file the report by notifying all parties.

(e) Final decision and order.

(1) After consulting the hearing officer's report and recommendation, the Board must render a final decision and order on the violation. The Board's decision and order is the final agency action for all purposes.

(2) The Board's final decision and order must be in writing and mailed by certified mail to the responsible party and any other parties of record.

(f) Appeal.

(1) After receiving the Board's final decision and order, an aggrieved person may seek judicial review of the decision and order in the Circuit Court under the applicable Maryland Rules of Procedure governing judicial review of administrative decisions.

(2) A timely-filed petition for judicial review shall toll the final decision and order of the Board until the matter is fully adjudicated.

Sec. 8-139. Municipal infraction. The following persons are guilty of a municipal infraction pursuant to Section 1-9 of the City Code:

(a) Any person who fails to comply with an order in a notice of violation pursuant to Section 8137(b) and fails to timely request an administrative hearing pursuant to Section 8-138(a);

(b) Any person who fails to comply with a final decision and order issued under Section 8-138(e) and fails to timely seek judicial review of the decision and order pursuant to Section 8138(f).

Sec. 8-140. Ineligibility from holding office.

Any person who is convicted of a misdemeanor under Section 8-136 shall automatically be ineligible for any elected or appointed public office in the City for a period of eight years from and after the time of the commission of the offense.

* * * * *

I hereby certify that the foregoing is a true and correct copy of an ordinance adopted
by the Mayor and Council at its meeting of _____, 2026.

Sara Taylor-Ferrell,
City Clerk/Director of Council Operations



MAYOR AND COUNCIL Meeting Date: April 27, 2026

Agenda Item Type: WORKSESSION

Department: CITY CLERK/DIRECTOR OF COUNCIL OPERATIONS OFFICE

Responsible Staff: SARA TAYLOR-FERRELL

Subject

Discussion on the Proposed Draft City Election Code – Chapter 8

Department

City Clerk/Director of Council Operations Office

Recommendation

Staff recommends that the Mayor and Council discuss the proposed City of Rockville draft Election Code – Chapter 8 and provide input on the following questions. Responses to these policy questions are critical in the finalization of the proposed draft Rockville Election Code.

1. Voting age – Should Rockville allow 16-17-year-olds to vote in Rockville municipal elections?
 2. Term limits – Should Rockville limit the Mayor and Councilmembers terms? If so,
 - i. When should the term limits begin? (e.g., 2027?)
 - ii. What is the number of 4-year terms members would be limited to serve consecutively?
 3. Representative Districts – Should Rockville create council representative districts? If so,
 - i. When should the district begin? (e.g., 2031?)
 - ii. How many council-designated districts and at-large council districts should be created?
 4. Rank Choice Voting – Should Rockville institute Rank Choice Voting beginning in 2031?
 5. Public Financing – Should Rockville institute the public financing of Rockville municipal elections in 2031?
-

Change in Law or Policy

Upon adoption, the draft City Election Code – Chapter 8 will significantly modify the laws that govern the Rockville Municipal elections, thus providing clarity and enhancing transparency.

Discussion

Background

After two work sessions and two public engagement sessions on city election reform, the Mayor and Council formally accepted the [final report](#) on the city election code update from the

election consultant, the Gant Group, on September 8, 2025. For reference, the city's current election code is attached (Attachment 1).

Following the acceptance of the report, the Mayor and Council tasked staff to draft a new election code – Chapter 8. Attached to this staff report is the draft Rockville Election Code – Chapter 8 (Attachment 2) for your review and discussion. The new draft Election Code is made up of eight (8) Articles. Below is a synopsis of each of the Articles. Please note that this work session will only cover Articles I to VI. A subsequent work session to discuss Articles VII and VIII is tentatively scheduled for June 1.

- **Article I – In General:** This Article covers the definitions in Chapter 8, general provisions, and outlines the purpose of the City's Election Code.
- **Article II – Board of Supervisors of Elections:** This Article covers the Board of Supervisors of Elections, specifically, how they are appointed, member eligibility, terms, and their duties, among other things.
- **Article III – Voter Registration:** This Article covers voter registration, that is, how eligible voters are registered for Rockville municipal elections. You will note that Sections 8-27 and 8-28 are drafted in such a way as to allow the body to discuss and determine during the work session whether 16- and 17-year-olds will be permitted to vote in Rockville municipal elections.
- **Article IV – Candidates:** This Article covers candidate eligibility, candidacy for more than one office, nomination, candidate withdrawal, city employees as candidates, and write-in candidates. As drafted, Sections 8-36 allow the body to discuss and determine during the work session whether 16- and 17-year-olds will be permitted to vote in Rockville municipal elections and run for city elected office.
- **Article V – Rockville Municipal Elections:** This Article covers the types of Rockville municipal elections. Section 8-47(b) is drafted to allow the body to discuss and determine during the work session whether the body wants to establish term limits; and Section 8-47(c) is drafted to allow the body to discuss and determine during the work session whether the body wants to create council districts beginning in 2031, and if so, the number of council-designated districts and the number of at-large council districts.
- **Article VI – Voting:** This Article covers the mechanics and framework of how the Rockville municipal elections are administered. This section includes the voting system, ballots, vote centers, electioneering, provisional voting, canvassing of ballots, and election judges, among others. Section 8-68 is drafted to allow the body to discuss and determine during the work session whether the body wants to institute rank choice voting beginning in 2031.

As noted above, Articles VII and VIII will be discussed at the June 1, 2026, work session.

- **Article VII – Campaigns:** This Article covers campaigns and regulations of campaign activities, including campaign finance, campaign committee, out-of-state campaign committee, campaign contributions, political action committee, independent

expenditures by individuals, campaign finance reporting, and campaign materials, among others. Section 8-117 is drafted to allow the body to discuss and determine during the work session whether the body wants to institute the public financing of Rockville municipal elections beginning in 2031.

- **Article VIII – Violations; Administrative Hearing:** This Article outlines the violations and enforcement mechanism when violations of Chapter 8 occur.

Mayor and Council History

The Mayor and Council held two work sessions facilitated by the consultant. The [first work session](#) was held on May 19, 2025. The second [work session on July 21, 2025](#). The body accepted the consultant’s final report on the Election Code Update at its [September 8, 2025](#), meeting.

Public Notification and Engagement

Members of the Mayor and Council have expressed interest in holding a public hearing on the proposed draft election code – Chapter 8. Following the introduction of the Ordinance, a public hearing is anticipated and will be scheduled and held prior to adoption.

Boards and Commissions Review

The Office of the City Attorney met with the Board of Supervisors of Elections (BSE) on March 26, 2026, where the city attorney provided an outline and overview of their approach to drafting the proposed code. The proposed draft has been shared with members of the BSE to review and provide comments/feedback.

Next Steps

Following this work session and direction from the Mayor and Council, staff will make requisite changes to the draft election code. A second is scheduled for June 1, 2026, where staff will cover Articles VII and VIII. If approved, a public hearing will be held on June 1, 2026. The final draft of the election code is tentatively scheduled for adoption on June 29, 2026.

Attachments

Attachment 1_Current City Code Chapter_8___ELECTIONS, Attachment 2_Ordinance to Repeal and Reenact Chapter 8 of the City Code

Chapter 8 ELECTIONS¹

ARTICLE I. IN GENERAL

Sec. 8-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated unless a contrary meaning is clearly intended from the context in which the term appears:

Absentee ballot means a paper ballot issued in accordance with section 8-42(a).

Board means the Board of Supervisors of Elections.

Campaign material means tangible material principally intended to promote the success or defeat of any candidate or candidates, principle or proposition, which has been, will be, or is sought to be submitted to a vote at any City election, including any pamphlet, circular, card, sample ballot, dodger, poster, advertisement, buttons, matchbooks, nail files, balloon or any other printed, multigraphed, photographed, typewritten, written matter or statement or any matter of statement which may be copied by any device or method or which may hereafter be used for making copies of printed or written matter in any form whatever for publication or distribution, relating to or concerning any candidate or prospective candidate for public office or for the acceptance or defeat of any proposition. Campaign material also includes all electronic communications such as campaign websites, emails, text messages, social media communications and videos and any other electronic platforms.

Candidate means an individual who seeks nomination for election, or election, to City office. An individual becomes a candidate for City office whenever any of the following events occur for an election cycle:

- (1) The individual has received contributions aggregating in excess of three hundred dollars (\$300.00) or made expenditures aggregating in excess of three hundred dollars (\$300.00).
- (2) The individual has given consent to another person to receive contributions or make expenditures on behalf of that individual and such person has received contributions aggregating in excess of three hundred dollars (\$300.00) or made expenditures aggregating in excess of three hundred dollars (\$300.00).
- (3) After written notification by the Board of Supervisors of Elections that any other person has received contributions aggregating in excess of three hundred dollars (\$300.00) or made expenditures aggregating in excess of three hundred dollars (\$300.00) on the individual's behalf, the individual fails to disavow such activity by letter to the Board of Supervisors of Elections in care of the City Clerk within thirty (30) days of receipt of the notification.
- (4) The aggregate of contributions received under paragraphs (1), (2), and (3), in any combination thereof, exceeds three hundred dollars (\$300.00) or the aggregate of expenditures made under paragraphs (1), (2), and (3), in any combination thereof, exceeds three hundred dollars (\$300.00).

¹Charter reference(s)—Elections, Art. III.

Cross reference(s)—Financial disclosure by candidate for elected office, § 16-61.

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- (5) The individual files a certificate of candidacy for any City office in accordance with the provisions of Article III, Section 3 of the City Charter.

Campaign committee means any combination of two (2) or more persons appointed by a candidate, or candidates, or any other person or formed in any other manner which has as a principal purpose to assist or attempt to assist in any manner the promotion of the success or defeat of any candidate, candidates, principle or proposition which has been, will be, or is being sought to be submitted to a vote at any City election. A campaign committee is not required to report campaign and election contributions and expenditures unless such campaign committee expends more than five hundred dollars (\$500.00) to aid or oppose the nomination or election of any candidate as provided in Section 8-73(b). A citizens's association, not otherwise a campaign committee, shall not be deemed a campaign committee if it simply conducts a forum, or sponsors a meeting, for candidates to present information and/or express their views on issues to citizens in the community.

Contributions means the gift, transfer or promise of gift or transfer of money or other thing of value to any candidate, or the candidate's representative, or a representative of any campaign committee to promote or assist in the promotion of the success or defeat of any candidate, campaign committee, principle or proposition submitted to a vote at any election.

Election means general, special, and recall elections.

Expenditure means any gift, transfer, disbursement or promise of money or valuable thing by any candidate, treasurer, or other agent of such candidate, or campaign committee to promote or assist in the promotion of the success or defeat of a candidate, campaign committee, principle or proposition submitted to a vote at any election.

General election day means the next Tuesday after the first Monday in the month of November in every fourth year beginning in the year 2015.

Independent expenditure means an expenditure by a person for a communication expressly advocating the election or defeat of a clearly identified candidate which is not made with the cooperation or with the prior consent of, or in consultation with, or at the request or suggestion of, a candidate or any agent or authorized committee of such candidate.

Political party means a party, any of whose candidates for presidential elector received votes in either of the last two (2) preceding elections at which presidential electors were selected. Political party shall include all National, State, County and local chapters, divisions and affiliated organizations.

Provisional ballot means a paper ballot issued in accordance with subsection 8-42(b).

Recall election day means the day on which a recall election is held as set forth in article III, section 6 of the City Charter and section 8-24 of the Rockville City Code.

Registration means the act by which a person becomes qualified to vote in any election in the City.

Runoff election means an election held between two (2) or more candidates when there is a tie vote between the candidates. A runoff election shall be conducted by the Board of Supervisors of Elections in the same manner, as far as practical, as City special elections.

Special election day means the day on which a special election is held pursuant to article III, section 5 of the City Charter.

Treasurer means any person appointed by a candidate or campaign committee to receive or disburse money or other things of value to promote or assist in the promotion of the success or defeat of any candidate, principle or proposition.

(Laws of Rockville, Ch. 4, § 4-1; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 1, 5-22-95; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18; Ord. No. 1-19, § 1, 1-7-19; Ord. No. 9-23, 6-12-23)

Sec. 8-2. Computation of time.

In computing the times for notice to be given, or for the performing of any other act under this article, Saturday, Sunday or a legal holiday shall be included, except when the day on which notice should be given or an act should be performed occurs on a Saturday, Sunday, or legal holiday, in which case the notice shall be given or the act performed on the next regular business day following such Saturday, Sunday, or legal holiday. In such computation the date of giving notice or performing any act and the day of registration or election shall be excluded.

(Laws of Rockville, Ch. 4, § 4-2; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-3. Election districts.

- (a) The City shall be and the same is hereby divided into ten (10) election districts, as shown on the map designated "Map of Election Districts," dated March 21, 2001, and described as follows:
- (1) *Election District No. 1.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of First Street and the centerline of the Baltimore and Ohio Railroad Right of Way and proceeding in a north-eastern direction on the centerline of First Street to its intersection with the centerline of Veirs Mill Road; thence west on the centerline of Veirs Mill Road to its intersection with the centerline of East Jefferson Street also known as Maryland Route 28; thence proceed west on the centerline of East Jefferson Street to its intersection with the centerline of Maryland Avenue; thence south and west on the centerline of Maryland Avenue to its intersection with the centerline of Falls Road also known as Maryland Route 189; thence in a south-western direction along the centerline of Falls Road to where it intersects the centerline of Interstate 270; thence in a south-eastern direction on the centerline of Interstate 270 to its intersection with the centerline of Wootton Parkway; thence in an eastern direction on the centerline of Wootton Parkway to its intersection with the centerline of Edmonston Drive; thence in an eastern direction on the centerline of Edmonston Drive to its intersection with the centerline of the Baltimore and Ohio Railroad Right of Way; thence on the centerline of the Baltimore and Ohio Railroad in a north-western direction to its intersection with the centerline of First Street, the point of beginning.
 - (2) *Election District No. 2.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of Veirs Mill Road also known as Maryland Route 28 and the centerline of the Baltimore and Ohio Railroad Right of Way; thence proceed west on the centerline of Veirs Mill Road to its intersection with the centerline of East Jefferson Street; thence proceed west on the centerline of East Jefferson Street to its intersection with the centerline of Maryland Avenue; thence south and west on the centerline of Maryland Avenue to its intersection with the centerline of Falls Road also known as Maryland Route 189; thence in a south-western direction along the centerline of Falls Road to its intersection with the centerline of Interstate 270; thence in northern direction on the centerline of Interstate 270 to its intersection with a line extended toward the south-west from the westernmost block line of Block 9, Lots 6, 7, 9 as recorded in Plat Book B, Page 6, Subdivision of West End Park; thence along said Block line in a north-eastern direction on said block line of Block 9, Lots 6, 7, 9 of the Subdivision of West End Park to its intersection with the centerline of Nelson Street; thence on the centerline of Nelson Street in a northern direction to its intersection with a line extended from the westernmost lot line of Two Brothers Subdivision; thence on said westernmost line of Two Brothers Subdivision in an eastern direction to its intersection with the centerline of Nelson Street; thence on the centerline of Nelson Street in an eastern direction to its intersection with the centerline of College Parkway; thence in a northern direction on the centerline of College Parkway to its intersection with the centerline of Princeton Place; thence in an eastern direction on the centerline of Princeton Place to the northern lot line of Plat 12701, Montgomery College Rockville Campus; thence

east on said lot line of Plat 12701, Montgomery College Rockville Campus to its intersection with the corporate limit of the City of Rockville; thence south on the corporate limit of the City of Rockville to a point where the projected centerline of Westmore Road intersects the centerline of the Baltimore and Ohio Railroad Right of Way; thence south on the centerline of the Baltimore and Ohio Railroad Right of Way to its intersection with the centerline of Veirs Mill Road, the point of beginning.

- (3) *Election District No. 3.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of Veirs Mill Road and the centerline of First Street, proceeding in a northern direction on the centerline of First Street to a point where it turns into the centerline of Norbeck Road; thence in a north-eastern direction along Norbeck Road to its intersection with the corporate limit of the City of Rockville; thence along the corporate limit of the City of Rockville in a general direction of north and west to a point where the projected centerline of Westmore Road intersects the centerline of the Baltimore and Ohio Railroad Right-of-Way; thence south on the centerline of the Baltimore and Ohio Railroad Right-of-Way to its intersection with the centerline of Maryland Route 28 also known as Veirs Mill Road; thence east on the centerline of Veirs Mill Road to its intersection with the centerline of First Street, the point of beginning.
- (4) *Election District No. 4.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of First Street and the centerline of Veirs Mill Road and proceeding in a north-eastern direction on the centerline of First Street to a point where it turns into the centerline of Norbeck Road; thence continue in an eastern direction on the centerline of Norbeck Road to its intersection with the easternmost corporate boundary and thence along the corporate boundary in a general southern direction to a point of intersection with the centerline of Veirs Mill Road; thence proceed in a western direction on the centerline of the Veirs Mill Road to its intersection with the centerline of First Street, the point of beginning.
- (5) *Election District No. 5.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of First Street and the centerline of the Baltimore and Ohio Railroad right-of-way and proceeding in a north-eastern direction on the centerline of First Street to a point where it intersects with the centerline of Veirs Mill Road thence continue in an eastern direction on the centerline of Veirs Mill Road to its intersection with the easternmost corporate boundary and thence along the corporate boundary in a general southern direction to a point of intersection with the centerline of the Baltimore and Ohio Railroad right-of-way; thence proceed in a north-western direction on the centerline of the Baltimore and Ohio Railroad right-of-way to its intersection with the centerline of First Street, the point of beginning.
- (6) *Election District No. 6.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of Edmonston Drive and the centerline of the Baltimore and Ohio Railroad right-of-way and proceeding in a westerly direction on the centerline of Edmonston Drive to its intersection with the centerline of Wootton Parkway; thence in a western direction on the centerline of Wootton Parkway to its intersection with the centerline of Interstate 270 thence in a south-eastern direction on the centerline of Interstate 270 to its intersection with the southernmost corporate boundary; thence along the corporate boundary in a general eastern direction to its intersection with the centerline of the Baltimore and Ohio Railroad right-of-way; thence on the centerline of the Baltimore and Ohio Railroad in a north-western direction to its intersection with the centerline of Edmonston Drive, the point of beginning.
- (7) *Election District No. 7.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of Maryland Route 28 and the centerline of Interstate 270 and proceeding in a north-western direction on the centerline of Maryland Route 28 to a point of intersection with a line extended from the westernmost lot line of Two Brothers Subdivision; thence on said westernmost line of Two Brothers Subdivision in a south-western direction to its projection with the centerline of Wootton Parkway; thence south on the centerline of Wootton Parkway to its

intersection with the centerline of Scott Drive; thence west on the centerline of Scott Drive to its intersection with the corporate boundary of the City of Rockville; thence in a general south-eastern direction following the corporate boundary of the City of Rockville to its intersection with the centerline of Interstate 270; thence in a northern direction on the centerline of Interstate 270 to a point where it intersects the centerline of Maryland Route 28, the point of beginning.

- (8) *Election District No. 8.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of Maryland Route 28 and the centerline of Interstate 270 and proceeding in a north-western direction on the centerline of Maryland Route 28 to a point of intersection with a line extended from the westernmost lot line of Two Brothers Subdivision; thence on said westernmost line of Two Brothers Subdivision in a south-western direction to its projection with the centerline of Wootton Parkway; thence south on the centerline of Wootton Parkway to its intersection with the centerline of Scott Drive; thence west on the centerline of Scott Drive to its intersection with the corporate boundary of the City of Rockville; thence in a general northern direction following the corporate boundary of the City of Rockville to its intersection with the centerline of Interstate 270; thence in a southern direction on the centerline of Interstate 270 to a point where it intersects the centerline of Maryland Route 28, the point of beginning.
- (9) *Election District No. 9.* All that part of the City lying within the following boundaries: Beginning at a point at the intersection of the centerline of West Gude Drive and the centerline of Hungerford Drive also known as Maryland Route 355; thence proceed west on the centerline of West Gude Drive to its intersection with the centerline of Interstate 270; thence south on the centerline of Interstate 270 to a point of intersection with a line extended toward the south-west from the westernmost block line of Block 9, Lots 6, 7, 9 as recorded in Plat Book B, Page 6, Subdivision of West End Park; thence along said Block line in a north-eastern direction on said block line of Block 9, Lots 6, 7, 9 of the Subdivision of West End Park to its intersection with the centerline of Nelson Street; thence on the centerline of Nelson Street in a northern direction to its intersection with a line extended from the westernmost lot line of Two Brothers Subdivision; thence on said westernmost line of Two Brothers Subdivision in an eastern direction to its intersection with the centerline of Nelson Street; thence on the centerline of Nelson Street in an eastern direction to its intersection with the centerline of College Parkway; thence in a northern direction on the centerline of College Parkway to its intersection with the centerline of Princeton Place; thence in an eastern direction on the centerline of Princeton Place to the northern lot line of Plat 12701, Montgomery College Rockville Campus; thence east on said lot line of Plat 12701, Montgomery College Rockville Campus to its intersection with the corporate limit of the City of Rockville; thence north on the corporate limit of the City of Rockville to its intersection with the centerline of Hungerford Drive; thence north on the centerline of Hungerford Drive to its intersection with the centerline of West Gude Drive, the point of beginning.
- (10) *Election District No. 10.* All that part of the City lying within the following boundaries: Beginning at a point on the corporate limit of the City of Rockville at the intersection of the centerline of Gude Drive and the centerline of Hungerford Drive also known as Maryland Route 355, proceeding in a north-westerly direction along the corporate limit of the City of Rockville to a point where the corporate limit of the City of Rockville meets Shady Grove Road; thence proceed in a south-western direction along the corporate limit of the City of Rockville to a point where the corporate limit of the City of Rockville intersects the centerline of Interstate 270; thence south on the centerline of Interstate 270 to a point where it intersects the centerline of West Gude Drive; thence in an eastern direction on the centerline of West Gude Drive to its intersection with the centerline of Hungerford Drive, the point of beginning.

- (b) Newly annexed property will be assigned by the City Clerk to an election district or district(s) abutting the annexed property.

(Laws of Rockville, Ch. 4, § 4-11; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 7-01, 2-27-01; Ord. No. 10-01, 3-26-01)

Sec. 8-4. Board of Supervisors of Elections.

The Board of Supervisors of Elections shall be appointed and shall supervise elections in accordance with Article III of the City Charter. In addition to the duties set forth in the City Charter, the Board may make recommendations to the Mayor and Council annually prior to budget review, on ways to enhance voter participation. The City shall provide adequate staff assistance to the Board to enable the Board to fulfill its duties.

(Laws of Rockville, Ch. 4, § 4-12; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-5. Election judges.

- (a) *Number, examination.* The Board shall appoint judges of election in numbers sufficient to provide at least three (3) judges to serve at each vote center. The Board may require the attendance of these persons before it for examination with respect to their qualifications.
- (b) *Qualifications.* Each judge must be a registered voter in the City and must be able to speak, read and write the English language. A person may not serve as a judge if said person is:
 - (1) A candidate for any other City office;
 - (2) The treasurer or campaign manager for any candidate for any City office; or
 - (3) The treasurer or campaign chairperson of a campaign committee.
- (c) *Training.* Each judge must attend at least one (1) training session before each general election.
- (d) *Oath.* Each judge shall be required to take the oath prescribed by Article I, Section 9, of the Maryland Constitution before entering on the performance of the judge's official duties.
- (e) *Powers.* The election judges shall have the same powers as are given to judges of State and County elections pursuant to the Annotated Code of Maryland, Election Law Article. Each voter shall be offered assistance in casting his vote by an election judge on election day at the vote center.
- (f) *Compensation.* The compensation of election judges shall be fixed from time to time by the Mayor and Council.
- (g) Any decision of any election judge with respect to a person desiring to vote may be appealed to the Board while polls remain open. The Board shall be available during at least the last hour of each election day for the purpose of hearing such appeals.

(Laws of Rockville, Ch. 4, § 4-13; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 2, 5-22-95; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18; Ord. No. 9-23, 6-12-23)

Sec. 8-6. Voter registration.

- (a) The City shall, to the extent possible, use the County voting rolls. Registration with the County of persons eligible to vote in City elections shall be deemed registration with the City. Persons not registered with the County but eligible to vote in City elections shall be registered with the City pursuant to procedures to be adopted by the Board of Supervisors of Elections. Persons registered with the City pursuant to the foregoing sentence shall be removed from the City voting roll upon any subsequent registration with Montgomery County; upon losing eligibility to vote in City elections; or, as of the 1st day of January of the next calendar year, upon failing to vote in any City election in the preceding nine (9) year period. Registration with the County to vote in a City election will be closed forty-five (45) days before a City election.

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- (b) Once the County registration is closed, any person eligible to register to vote in any City election may register to vote at City Hall. Such registration must be done in person and may be done any day after the County registration closes up to and including on general election day or on election day for a special election.
- (c) Any person who registers to vote in accordance with subsection (b) shall establish such person's identity, place of residence and qualifications at the time of such registration by:
- (1) Completing a County or City voter registration form;
 - (2) Submitting either:
 - a. A form or forms of identification which have been approved by the Board of Supervisors of Elections establishing the identity and place of residence of such person; or
 - b. An affidavit in a form which has been approved by the Board of Supervisors of Elections attesting to the identity and place of residence of the person desiring to register to vote which is executed by a person who:
 1. Is registered to vote;
 2. Registered to vote on a previous date;
 3. Is present with such individual; and
 4. Has personal knowledge of the actual residence of the individual seeking to register to vote.

Such affidavit shall be executed under the penalties of perjury.

- (d) The ballots of those registering on general election day or on election day for a special election will be processed as a provisional ballot in accordance with Subsection 8-42(b).

(Laws of Rockville, Ch. 4, § 4-14; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 15-91, § 1, 6-10-91; Ord. No. 26-91, § 1, 9-23-91; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18; Ord. No. 1-19, § 2, 1-7-19)

Sec. 8-7. Preservation of ballots.

All ballots or official voting tallies of any City election shall be preserved for at least six (6) months from the date of the election. Absentee and provisional ballot applications, certifications, ballot envelopes, and ballots shall be kept separate from mail-in ballots and ballots cast at the voting center and retained for six (6) months after the election.

(Laws of Rockville, Ch. 4, § 4-15; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Sec. 8-8. Withdrawal of candidacy.

Any candidate wishing to withdraw their candidacy must do so in person and in writing by filing a signed affidavit of withdrawal of candidacy with the City Clerk no later than the deadline for filing petitions for candidacy as set forth in Article III, Section 3 of the City Charter. Upon the timely filing of a signed affidavit of withdrawal of candidacy, the name of the person so withdrawing shall not be printed on the ballots unless the person files a new valid petition for candidacy by the deadline set forth in Article III, Section 3 of the City Charter. No candidate may withdraw his or her candidacy after the last date for accepting petitions has expired.

If a candidate dies prior to the deadline for filing a petition for candidacy has expired, that candidate's name shall not be printed on the ballots if a copy of the candidate's death certificate is filed with the City Clerk by the

deadline for filing a petition for candidacy. If a candidate dies after the deadline for filing a petition for candidacy has expired, that candidate's name will remain on the ballot.

(Ord. No. 10-13, § 1, 3-18-13)

Secs. 8-9—8-20. Reserved.

ARTICLE II. TYPES OF ELECTIONS

Sec. 8-21. General elections.

All general City elections shall be held at such dates and times as provided in Article III, Section 4, of the City Charter.

(Laws of Rockville, Ch. 4, § 4-21; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-22. Special elections.

- (a) All special City elections must be conducted by the Board of Supervisors of Elections in the same manner, as far as practical, as general City elections.
- (b) A special election will occur no less than one hundred five (105) days and no more than one hundred fifty (150) days after a Mayor or Councilmember vacancy occurs. Individuals seeking election to City office must be provided no less than thirty (30) days from the date the special election is announced to file their nominating petition.
- (c) Within fifteen (15) days of a Mayor or Councilmember vacancy occurring, the Board of Supervisors of Elections will determine and publicly announce the date of the special election and make available the necessary forms for seeking candidate certification.

(Laws of Rockville, Ch. 4, § 4-22; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 1-19, § 3, 1-7-19)

Sec. 8-23. Advisory referenda.

By passage of a resolution at least ninety (90) calendar days preceding any general election, the Mayor and Council may direct that an advisory referendum of City voters may be undertaken on the questions set forth in such resolution. Upon petition signed by persons qualified to vote in City elections equal in number to at least thirty (30) percent of the average number of ballots cast in the last three City elections, rounded up to the nearest multiple of 50, submitted to the City Clerk at least ninety (90) calendar days preceding any general election, an advisory referendum shall be undertaken on the questions set forth in the petition. The results of such referendum shall be advisory only, and shall not be binding upon the Mayor and Council. Upon the passage of any such resolution or verification of a petition, it shall be the duty of the Board to place such questions on all City ballots or in a suitable place on all City voting machines, and to certify the results of the voting on such question(s) to the City Clerk by the close of business on the Monday following the election, who shall record the results in the minutes of the Council. The Board shall verify the status of the signatures of any referendum petition as City voters and the fact that the petition was not substantively altered after it was signed, prior to placing the question(s) on the ballots or machines.

(Laws of Rockville, Ch. 4, § 4-23; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 11-03, 5-12-03; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Sec. 8-24. Recall elections.

Recall elections shall be conducted as provided in Article III, Section 6, of the City Charter.

(Laws of Rockville, Ch. 4, § 4-24; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-25. Elections by the Mayor and Council to fill a vacancy.

- (a) For an election by the Mayor and Council to fill a Councilmember vacancy due to any of the reasons enumerated in Article III, Section 5(a) of the City Charter, the following procedures apply.
- (b) The Mayor and Council must publicly announce the vacancy and the process for applying to fill the vacancy and should fill the Councilmember vacancy within seventy-five (75) days of the vacancy occurring or as soon thereafter as practicable. The application period must remain open for a minimum of thirty (30) days.
- (c) To apply, applicants must submit a narrative of their relevant experience and background, a statement of their priorities and vision for the City, and a financial disclosure statement. All application materials received by the City, with the exception of the financial disclosure statements, will be publicly posted on the City's website.
- (d) All applicants who meet the requirements of Article II, Section 1(b) of the City Charter to serve as a Councilmember will be interviewed by the Mayor and Council. All proceedings for filling a vacancy must be held in open session and must be televised except that the Mayor and Council may discuss an applicant's financial disclosure statement outside of a public meeting.

(Ord. No. 1-19, § 4, 1-7-19; Ord. No. 4-19, 1-28-19)

Secs. 8-26—8-40. Reserved.

ARTICLE III. CONDUCT OF ELECTIONS

Sec. 8-41. Election procedures generally.

- (a) City elections will be by mail-in ballot voting with a vote center at City Hall and a vote center at the Thomas Farm Community Center open on election day for in-person voting. The Board of Supervisors of Elections shall keep the vote centers open from 7:00 a.m. to 8:00 p.m. on election day. There will be two (2) drop boxes located outside, one located at City Hall and the second one located at Montrose Community Center. There will be four (4) additional drop boxes located inside of Lincoln Park Community Center, Rockville Senior Center, Twinbrook Community Center, and Thomas Farm Community Center. The drop boxes located inside will be available only during hours of operation of the center in which the drop box is located.
- (b) Mail-in ballots for the general election must be mailed or distributed no more than thirty (30) days and no less than twenty-five (25) days prior to the election to which they apply. Postage for transmitting the ballot material to the voter and postage for the return of ballots shall be paid by the Board.
- (c) The Board will mail one notice to all households in the City and at least three (3) notices and reminders to all registered voters in the City informing them of the mail-in ballot voting deadlines and the date, time and location of in-person voting on election day. The first notice will be mailed or distributed no later than ninety (90) days prior to the election. The notices will be in addition to the mailing of the ballot itself. The Board will also provide at least one other form of mass communication informing the public of the City election which must include all of the information required on the notices.

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- (d) All ballots and/or voting machines shall show the name of each candidate nominated for elective office in accordance with the provisions of the Charter, arranged in alphabetical order by office with no party or principal designation of any kind.
 - (e) A mail-in ballot shall be counted only if it is received by the City Clerk prior to the closing of the election polls.
 - (f) A registered voter may obtain a replacement ballot if the original ballot was destroyed, spoiled, lost, or for any other reason not received by the registered voter. A registered voter who obtains a ballot in accordance with this subsection will be required to sign an affidavit, in a form approved by the Board, specifying the reason for requesting the replacement ballot.
 - (g) If the City receives more than one ballot from a registered voter, the first ballot received by the City will be the only ballot counted.
 - (h) Any mail-in ballot that contains a vote for a person who has ceased to be a candidate shall not be counted for that candidate but such vote shall not invalidate the remainder of the ballot.
 - (i) In determining the vote cast for each candidate or question the Board of Supervisors of Elections shall verify the accuracy of the counts by such procedures as it deems appropriate. Notwithstanding the above, however, in the event that the Board of Supervisors of Elections initially announces that a candidate for Mayor or a candidate for Councilmember has lost an election by a margin of one-half (½) percent or less, the Board of Supervisors of Elections must conduct a manual recount of two (2) election districts chosen at random, if requested by any candidate so affected within forty-eight (48) hours of the initial announcement of the election results.
 - (j) The Board of Supervisors of Elections shall announce the unofficial results of the election as soon as possible after tabulating the results. The tentative results shall be posted at City Hall and shall be announced on the City cable television channel and on the City's website.
 - (k) All challenges to the results of an election shall be submitted to the Board of Supervisors of Elections within forty-eight (48) hours of the initial announcement of the results.
 - (l) Within seven (7) calendar days after the election, the Board shall resolve all challenges and shall certify the results of the election to the City Clerk, who shall record the results in the minutes of the Council. The results shall be posted at City Hall and shall be announced on the City cable television channel and on the City's website.
 - (m) Any person aggrieved by reason of such determination of the Board may appeal to the Circuit Court for the County, according to the Maryland Rules governing administrative appeals.
 - (n) Determining the winning candidates.
 - (1) *Requirements for a general election.* The candidate for Mayor with the highest number of votes in the general election will be declared elected as Mayor. The six (6) candidates for Council with highest number of votes in the general election will be declared elected as members of the Council. In case of a tie in the highest number of votes for Mayor, or in case of a tie in the votes for Council members wherein no candidate received the sixth highest number of votes, then, in either of such events, there must be a runoff election between the candidates receiving the tie vote, to be held after thirty (30) days' notice, pursuant to applicable provisions of the City Charter and this chapter.
 - (2) *Requirements for a special election.* In a special election for Mayor, the candidate for Mayor with the highest number of votes in a special election will be declared elected to fill the remainder of the term. In a special election for Council, the candidate for Council with the highest number of votes in a special election will be declared elected to fill the remainder of the term. In case of multiple council vacancies, the number of candidates matching the number of vacancies with the highest number of votes will be declared elected to fill the remainder of the term. In case of a tie in the highest number of votes for Mayor, or in case of a tie in the votes for Council members, then, in either of such events, there must

be a runoff election between the candidates receiving the tie vote, to be held after thirty (30) days' notice, pursuant to applicable provisions of the City Charter, State law, and this chapter.

(Laws of Rockville, Ch. 4, § 4-31; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 3, 5-22-95; Ord. No. 7-01, 2-27-01; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18; Ord. No. 1-19, § 5, 1-7-19; Ord. No. 5-19, 1-28-19; Ord. No. 9-23, 6-12-23)

Sec. 8-42. Absentee and provisional voting.

(a) *Absentee voting.*

- (1) Any qualified voter who may be unavoidably absent from the City during the mail-in ballot voting period may vote as an absentee voter upon the provisions contained in this section.
- (2) This section applies to elections for all candidates, Charter amendments and other questions at any election held in any year.
- (3) Printed application forms for absentee ballots shall be provided by the Board.
- (4) An application for an absentee ballot shall be available for mailing or distribution on the first day of May in any year prior to the election to which they apply, and may be rejected only by a majority vote of the Board.
- (5) Absentee ballots shall be available for mailing or distribution thirty (30) days prior to the election to which they apply. The City will not mail absentee ballots less than seven (7) days before an election. Absentee ballots may be obtained by an authorized agent for a voter who is unable to pick up the ballot.
- (6) Postage for transmitting the ballot material to the voter and postage for the return of ballots shall be paid by the Board.
- (7) Any absentee ballot voted for a person who has ceased to be a candidate shall not be counted for that candidate but such vote shall not invalidate the remainder of the ballot.
- (8) An absentee ballot shall be counted only if it is received by the City Clerk prior to the closing of the election polls.

(b) *Provisional voting.*

- (1) A voter shall be issued a provisional ballot if:
 - a. It is determined that the voter is not eligible to vote on the voting equipment; or
 - b. The voter registers to vote on the same day as casting a vote in accordance with subsection 8-6(e); or
 - c. The individual votes during a period covered by a court order or other order extending the time for closing the polls. A provisional ballot cast under this subsection shall be separated and held apart from other provisional ballots cast by those not affected by the order; or
 - d. The individual receives a replacement ballot in accordance with subsection 8-41(f).
- (2) The provisional ballots shall be handled in accordance with procedures established by the Board of Supervisors of Elections.

(Laws of Rockville, Ch. 4, § 4-32; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 18-87, 9-14-87; Ord. No. 16-89, 5-22-89; Ord. No. 7-01, 2-27-01; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Editor's note(s)—Ord. No. 14-15, adopted July 13, 2015, changed the title of section 8-42 from "Absentee voting" to "Absentee and provisional voting. The historical notation has been preserved for reference purposes.

Sec. 8-43. Challengers or watchers.

Challengers or watchers may be selected by individual candidates who have been duly nominated as such, or by the presiding officer of the chief managing committee of any voluntarily associated group of candidates. Such challengers or watchers shall have the rights and be subject to the same limitations as set forth in the Election Law Article of the Annotated Code of Maryland.

(Laws of Rockville, Ch. 4, § 4-33; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 14-15, 7-13-15)

Sec. 8-44. Voter assistance.

(a) *Mail-in and absentee ballot voting.*

- (1) A registered voter who requires assistance to vote because of disability, inability to read, or inability to write, may authorize another person to mark the mail-in or absentee ballot and, if necessary, sign his or her name on the back of the return envelope. Any person assisting a registered voter to vote in this manner must (i) mark the ballot as directed by the registered voter, and (ii) fill out and submit a signed Certification of Person Assisting Voter with the registered voter's mail-in or absentee ballot in accordance with the provisions provided with the mail-in or absentee ballot.
- (2) (i) A candidate, treasurer, campaign committee chair or treasurer, or any person at the direction of a candidate, treasurer, or campaign committee chair or treasurer may not receive or collect a mail-in or absentee ballot from a registered voter.
(ii) An individual that is permitted to receive or collect a registered voter's mail-in or absentee ballot must:
 - (1) Accept only a ballot that is within a sealed envelope;
 - (2) Deliver the ballot in a manner that will get the ballot to the City Clerk prior to the closing of the election polls on election day; and
 - (3) Not accept payment in any form for the collection and/or delivery of the ballot.

(b) *Election day voting center assistance.*

- (1) *Physical assistance.* In addition to their other duties, election judges shall provide assistance to voters who, due to physical infirmity, have difficulty in voting. The City shall make appropriate provisions for handicapped voters including but not limited to providing ramps and otherwise making the polls accessible; and, pursuant to procedures established by the Board, provisions permitting handicapped persons to vote from any accessible location not greater than one hundred (100) feet from an entrance to a vote center.
- (2) *Instructions.* With the aid of diagrams and a voting device, the election judges, if requested by the voter, shall instruct each such voter, before he enters the voting station, regarding the marking of such voter's ballot, and shall give the voter opportunity to personally operate a voting device.
- (3) *Assistance to certain persons.* Any voter who requires assistance to vote by reason of blindness, disability, or inability to read the English language or write may be given assistance by a person of the voter's choice, not to include the voter's employer or agent of that employer or officer or agent of the voter's union.
- (4) *Manner of giving assistance; further instructions.*

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- (i) Assistance in marking their ballots or operating a voting machine shall be given to voters who shall declare under oath to the judges that by reason of blindness, disability or inability to read the English language or write they are unable without assistance to mark their ballots or operate the voting machine. No ballot shall be marked under this section or voting machine operated until a majority of the judges shall be satisfied of the truth of the fact stated in such affidavit. Upon making and filing with the judges such affidavit, the voter shall retire to one (1) of the booths or voting machines with any person of the voter's choice, not to include the voter's employer or agent of that employer or officer or agent of the voter's union, or with two (2) election judges. Then and there the person whom the voter has selected, or in case the voter has selected no one, one (1) of the judges in the presence of the other shall mark the ballot or operate the voting machine as such voter shall direct. The only assistance which it shall be lawful for such person or for the judges to give the voter is to mark the ballot or operate the voting machine, as the voter shall direct, without prompting or suggestion from them or either of them.
 - (ii) If, however, any voter, after entering the voting machine booth, shall ask for further instructions concerning the manner of voting, then two (2) of the judges shall give him such instructions, but no such judge shall, in any manner, request or suggest, or seek to persuade or induce any such voter to vote for or against any particular ticket, for or against any particular candidate, or for or against any particular question. After giving such instructions, the judges shall retire and the voter shall forthwith vote.
- (5) *Person accompanying voter into booth or machine.* A voter may not be accompanied into a voting station by any person over the age of seventeen (17) years unless the affidavit required by subsection (b)(4)(i) of this section has been accepted by the election judges.

(Laws of Rockville, Ch. 4, § 4-34; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 18-87, 9-14-87; Ord. No. 16-89, 5-22-89; Ord. No. 7-01, 2-27-01; Ord. No. 6-18, 4-9-18; Ord. No. 21-19, 9-9-19; Ord. No. 9-23, 6-12-23)

Sec. 8-45. Electioneering.

No person shall electioneer or post any campaign material in any vote center or within a 50-foot radius from the entrance and exit of the building where ballots are cast or within fifty (50) feet of a drop box located outside. The Board of Supervisors of Elections may modify the 50-foot requirement to accommodate unusual sites and/or weather conditions, provided that no electioneering or posting shall be allowed within the building where ballots are cast, and voter ingress and egress to the voting center will not be impeded. The vote center and voting station(s) shall be frequently cleaned to ensure the removal of candidate paraphernalia.

(Laws of Rockville, Ch. 4, § 4-35; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 7-01, 2-27-01; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18; Ord. No. 9-23, 6-12-23)

Sec. 8-46. Nonpartisan elections.

Candidates shall not run for office as the representative of or nominee of any political party.

(Laws of Rockville, Ch. 4, § 4-36; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-47. Reserved.

Editor's note(s)—Ord. No. 6-18, adopted April 9, 2018, repealed § 8-47, which pertained to early voting and derived from Ord. No. 14-15, 7-13-15.

Secs. 8-48—8-60. Reserved.

ARTICLE IV. FAIR ELECTION PRACTICES

DIVISION 1. GENERALLY

Sec. 8-61. Applicability.

The provisions of this article shall apply to all elections in which ballots shall be cast pursuant to the provisions of this chapter.

(Laws of Rockville, Ch. 4, § 4-41; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Sec. 8-62. Distribution of article, forms to candidates.

The City Clerk shall provide for the distribution of this article to all candidates for election to public office at the time such candidates file for election and shall prepare and include in such distribution to each candidate forms provided for in this article.

(Laws of Rockville, Ch. 4, § 4-42; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89)

Secs. 8-63—8-70. Reserved.

DIVISION 2. CAMPAIGN FINANCING

Sec. 8-71. Appointment of treasurer; resignation of treasurer; reports of candidate and treasurer; candidate joining slate.

- (a) (1) Each candidate for election to office, upon or before, and as a condition precedent to qualifying as candidate, shall appoint one (1) treasurer and shall file the name and address of the treasurer with the City Clerk as provided in subsection (c) of this section. A person who becomes a candidate by virtue of paragraphs (1), (2), (3) or (4) of the definition of candidate in section 8-1, shall appoint one (1) treasurer and shall file the name and address of the treasurer with the City Clerk as provided in subsection (c) of this section within fifteen (15) days after becoming a candidate. Every treasurer so appointed shall accept the appointment, in writing, prior to the filing of his name as treasurer. A treasurer, when accepting appointment, shall certify that the treasurer will serve until all duties have been performed or a successor is duly chosen. The City Clerk may not accept any certificate of candidacy, either finally or conditionally, unless the name of the treasurer has been filed with the Clerk previous to or simultaneously with the filing of the certificate of candidacy. The candidate and treasurer shall file campaign fund reports in accordance with section 8-81.
- (2) A treasurer who resigns shall do so on a form prescribed by the Board of Supervisors of Elections signed by him, filed with the City Clerk. The candidate immediately shall appoint and file a new treasurer in accordance with this section. The treasurer's resignation shall not be effective until a successor is registered with the City Clerk. A treasurer, when resigning, shall certify that the treasurer has served until all duties have been performed and a successor was duly chosen.

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- (3) A member of the Board of Supervisors of Elections or any permanent, part-time, or temporary employee of the Board, during such person's tenure in office or employment, may not be a candidate or treasurer of any candidate, combination of candidates, or campaign committee, nor may any member actively participate in a City political campaign. Membership in a political party, without further action in connection with a City political campaign, shall not be deemed to be actively participating in a City political campaign.
- (b) The form for appointment of a treasurer and the acceptance of such appointment by the treasurer shall be on a form prescribed by the Board of Supervisors of Elections.
- (c) A person may not serve as a treasurer unless the form described in subsection (b) of this section is filed with the City Clerk. Nothing in this subtitle shall either prevent the treasurer of any candidate from being the treasurer of another candidate or campaign committee. However, a candidate may not designate himself or herself as said candidate's own treasurer or act as treasurer of any other candidate or campaign committee. To be appointed or act as a candidate's treasurer in any election a person must be a registered voter in either the County of Montgomery or the City.
- (Laws of Rockville, Ch. 4, § 4-51; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 4, 5-22-95; Ord. No. 11-09, § 1, 3-23-09; Ord. No. 6-18, 4-9-18)

Sec. 8-72. Candidates joining slates, designating campaign committees.

- (a) Any candidate, after filing the name of a treasurer as prescribed in subsection 8-71(a), may choose, at any time after the filing to join a group, combination or organization of candidates, commonly known as a "slate," at which time the candidate shall notify the City Clerk in writing, of the fact that said candidate has joined the slate and the date on which said candidate did so. The slate shall be deemed to be a campaign committee for all purposes of this chapter. Any candidate who has only engaged in fundraising on behalf of the candidate's slate and who has submitted a statement indicating that said candidate has joined such slate, may disclose these facts and not be subjected to the other disclosure requirements of this section.
- (b) A candidate may designate additional campaign committees in accordance with subsection 8-73(c) to serve as committees which will be authorized to accept contributions or make expenditures on behalf of the candidate. For each such authorized committee, the candidate shall file a written designation with said candidate's treasurer. The treasurer shall file such designations with the City Clerk.

(Laws of Rockville, Ch. 4, § 4-52; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 5, 5-22-95)

Sec. 8-73. Appointment of chairperson and treasurer by campaign committee; reports.

- (a) Every campaign committee, as defined in section 8-1 of this chapter shall appoint and constantly maintain a chairperson and a treasurer, whose names and residences addresses shall be filed with the City Clerk. The chairperson shall be a registered voter of the County of Montgomery or of the City of Rockville and be either a resident of the City or have a business address in the City. The treasurer shall be a registered voter of the County of Montgomery or of the City of Rockville. The treasurer shall receive, keep, and disburse all sums of money, or other valuable things, which may be collected, received, or disbursed by the committee or organization or by any of its members for any purposes for which the committee or organization exists or acts. Unless the chairperson and treasurer are appointed and filed as required in this subsection, it is unlawful and a violation of this chapter for a campaign committee, or any of its members, to collect, or receive, or disburse money, or other valuable things, for such purposes. A chairperson or treasurer of a campaign committee who resigns or otherwise ceases to be chairperson or treasurer, as the case may be, shall notify the City Clerk on a form prescribed by the Board of Supervisors of Elections and signed by said chairperson or treasurer. A new appointment must be made and filed immediately in accordance with this

section. The treasurer and chairperson shall file campaign fund reports in accordance with subsection (b) of this section and section 8-81 of this chapter.

- (b) If any committee, directly or indirectly, expends five hundred dollars (\$500.00) or more to aid or oppose the nomination or election of any candidate, regardless of the purpose for which the committee is formed, the treasurer of such committee shall report, on the form prescribed in section 8-82 of this chapter, a statement of contributions and expenditures to the treasurer appointed by the candidate being so aided, which statement shall be included in, or attached to, the statement of contributions and expenditures reported by the treasurer of the candidate as provided in sections 8-81 and 8-82 of this chapter, except that if the committee has on file a current campaign fund report with either the State of Maryland or Montgomery County, then the identification of that campaign report by the committee that received the contribution would be sufficient to comply with the terms of this subsection.
- (c) Any campaign committee authorized by a candidate to receive contributions or make expenditures shall be authorized in writing by the candidate and must register with the City Clerk.
- (d) If any campaign committee becomes inactive or chooses to disband, a written statement to this effect must be filed with the City Clerk not later than the day by which the next report of such campaign committee is due. Such report shall show that all funds collected by such committee have been disbursed pursuant to section 8-76(d)(1) through (4) and shall identify such disbursements subject to section 8-82 of this chapter. No such report may be filed until such campaign committee has complied with the requirements of section 8-81. Unless the City is so notified, reports will be required and will be subject to late fees.

(Laws of Rockville, Ch. 4, § 4-53; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 6, 5-22-95; Ord. No. 11-09, § 2, 3-23-09)

Sec. 8-74. Campaign depositories; petty cash fund.

- (a) Each candidate and campaign committee shall designate a campaign depository or depositories and all funds and contributions in furtherance of a candidacy or campaign committee shall, after receipt, be deposited by the treasurer in the designated campaign depository in an account properly identifying the name of and the existence of the political candidacy or campaign committee. Except as provided in subsection (b) of this section, a candidate or campaign treasurer may not pay any expense on behalf of a candidate, directly or indirectly, and a campaign committee may not pay any expense of such campaign committee except by check, debit card or other electronic means from the designated depository.
- (b) A separate book or ledger shall be maintained for any petty cash expenditure. Expenditures from the petty cash fund shall be supported by vouchers retained by the treasurer and reported by category on the appropriate campaign fund report. The petty cash fund may not exceed two hundred fifty dollars (\$250.00) at any given time and the fund may be replenished only by check, debit card or other electronic means as provided in subsection (a) of this section. No more than twenty-five dollars (\$25.00) in the aggregate may be disbursed from the petty cash fund to any single recipient at any one time. This section does not authorize expenditures for any purpose which is unlawful under this chapter.

(Laws of Rockville, Ch. 4, § 4-54; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 7, 5-22-95; Ord. No. 9-23, 6-12-23)

Sec. 8-75. Expenditures by treasurer.

- (a) *Contributions and expenditures to pass through treasurer.* All contributions, money, or other valuable things collected, received or disbursed by any candidate or campaign committee for any purpose shall be paid over to and made to pass through the hands of the treasurer and, except as provided in subsection 8-74(b), shall

be disbursed by such treasurer. It is unlawful for any candidate or any member of a campaign committee to make any expenditure or to disburse or expend money or any other valuable things for any purposes until the money or other valuable things so disbursed or expended shall have passed through the hands of the treasurer.

- (b) *Presentation of statement of moneys due.* Any statement of moneys owing by a treasurer shall be presented for payment to the treasurer within thirty (30) days after the election in connection with which the liability was incurred.

(Laws of Rockville, Ch. 4, § 4-55; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 8, 5-22-95)

Sec. 8-76. Books, records and receipts of treasurer.

- (a) *Account books.* Every treasurer shall keep detailed, full and accurate accounts in a proper book to be called "account books," to be provided and preserved by such treasurer, of all contributions, money or valuable things received by or promised to, and of all expenditures, disbursements and promises of payment or disbursements of money or valuable things made by the treasurer.
- (1) The account books shall set forth the date, amount, name and address of:
- a. All persons from whom more than ten dollars (\$10.00) was received (whether in the form of contributions, loans or other receipts).
 - b. All persons making in-kind contributions and the fair market value of the in-kind contribution, unless the in-kind contribution is food or beverage which is either:
 1. Served to a group of twenty-five (25) persons or less; or
 2. Costs less than one hundred dollars (\$100.00).
 - c. All persons to whom disbursements were made, the check number, purpose, and amount of disbursement. Electronic payments must be able to be verified by the date, payee, and the amount of the transaction.
- (2) The account books shall set forth the amount and date of all contributions of ten dollars (\$10.00) or less.
- (3) The account books shall set forth the date, amount, name and address of all persons to whom any sum or thing of value is disbursed and the object and purpose for which the sum or thing of value was disbursed.

Books and records may be destroyed or discarded at any time after two (2) years from the date of filing the final report required by section 8-81 unless a court of competent jurisdiction orders their retention for a longer period.

- (b) *Campaign contribution receipts.*

- (1) Upon receipt of a contribution, a "campaign contribution receipt," in a form prescribed by the Board of Supervisors of Elections, shall be issued and delivered either by mail, by email, or in person by the treasurer to each person or treasurer of a committee, group, or organization in whose name:
- a. Contributions are made in the individual or cumulative amount of more than ten dollars (\$10.00);
 - b. Tickets are purchased for any dinner, testimonial, cocktail party, barbecue, crab feast or other campaign-related function in the individual amount of more than ten dollars (\$10.00) or in the cumulative amount of more than fifty dollars (\$50.00). Upon request, a receipt must be given for any lesser amount.

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- (2) The treasurer shall retain a duplicate copy of all "campaign contribution receipts" with his books and records as required by subsection (a) of this section and report the information therein in the statement of contributions and expenditures required by sections 8-73 and 8-82.
 - (3) The "campaign contribution receipt" issued to a contributor shall serve as evidence of a contribution by such contributor.
 - (c) *Anonymous contributions.* Except for contributions valued at ten dollars (\$10.00) or less, any money or other thing of value received from any unknown person or source by any treasurer, shall not be used for any political purpose whatsoever, but shall be paid by the treasurer so receiving the same, to the City's Director of Finance.
 - (d) *Disposition of surplus funds.* Prior to the time of filing the final report required by sections 8-73 and 8-81(b)(5), any surplus funds remaining after payment of all campaign expenditures shall be:
 - (1) Returned, pro rata, to the contributors by the treasurer;
 - (2) Paid to the City;
 - (3) Paid to a charitable organization registered pursuant to Anno. Code of Md., Business Regulation Art., § 6-401, as amended, or to a charitable organization exempt from such registration pursuant to Anno. Code of Md., Business Regulation Art., § 6-413, as amended; or
 - (4) In the case of continuing campaign committees, surplus funds may be carried forward to be used in the next election cycle provided such funds are reported as carry-forward receipts during the next election cycle.

(Laws of Rockville, Ch. 4, § 4-56; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 18-87, 9-14-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 9, 5-22-95; Ord. No. 11-09, § 3, 3-23-09; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18; Ord. No. 9-23, 6-12-23)

Sec. 8-77. Contributions and expenses of candidates; loans.

- (a) *Contributions and expenses.* The contributions of a candidate or the candidate's spouse to the candidate's own campaign are not subject to the limitations of subsection 8-78(d) or the consent required in subsection 8-78(b), but must pass through the hands of the candidate's treasurer and be reported as required in other provisions in this article. 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.
- (b) *Loans.* No loan may be made to the campaign of a candidate, or candidates; or accepted on behalf of the campaign without the express written consent of the candidate or candidates. Written consent constitutes the personal guarantee of the candidate or candidates for repayment of the loan only if it expressly so provides. A copy of the consent shall be furnished to the lender at the time of the loan and attached to the appropriate campaign fund report required by sections 8-81 and 8-82. Loans to a slate require a consent from all members of the slate.

(Laws of Rockville, Ch. 4, § 4-57; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 22-11, 10-24-11; Ord. No. 9-23, 6-12-23)

Sec. 8-78. Contributions and expenses of persons not candidates.

- (a) *Restrictions.* No person (other than a candidate with respect to contributions to said candidate's own campaign committee promoting, exclusively, said candidate's own candidacy) shall, to aid or promote the success or defeat of any campaign committee or principle or of any proposition submitted to vote at any

public election or of any candidate for election to public office, make a payment or contribution of money or property or incur any liability or promise any valuable thing to any person other than to the treasurer of a candidate or treasurer of a campaign committee in said candidate's or treasurer's official capacity except as provided in subsections (b) and (c) of this section. A contribution may be made directly to a candidate provided such candidate shall thereupon report such contribution to said candidate's treasurer.

- (b) *Exception for volunteering time and personal vehicle.* Nothing contained in this section shall limit or affect the right of any person to volunteer his time or personal vehicle for transportation incident to any election or to expend money for legal expenses in maintaining or contesting the results of any such elections.
- (c) *Exception for expressing personal views, promoting candidate or proposition.* Nothing in this section shall preclude any person from expressing said person's own personal views on any subject, or making independent expenditures for hiring halls, holding receptions, buying newspaper space and radio or television time or otherwise promoting a candidate or proposition, independently from any campaign committee, provided that:
 - (1) Coincident with such statement or advertising notice shall be given that the:
 - a. Views so expressed are the person's own and have not been authorized by any candidate or campaign committee;
 - b. Statement so made is a "paid political advertisement"; and
 - c. Person responsible for the advertisement is clearly identified.

The requirements of this subsection (1) shall not apply to any individual producing, publishing, or distributing campaign material promoting the success or defeat of any principle or proposition submitted to a vote at any City election, provided that such campaign material is produced, published, and distributed independent of, and not in coordination with, any campaign committee or other entity.
 - (2) All such independent expenditures must be reported, in accordance with the rules and filing dates pertaining to campaign committees under section 8-81, once they exceed twenty-five dollars (\$25.00).
- (d) *Limit of contributions.* It is unlawful for any individual, association, unincorporated association, corporation, or any other entity, either directly or indirectly, to contribute in any election cycle any money or thing of value greater than one thousand dollars (\$1,000.00) to any single candidate or campaign committee or to contribute money in excess of one hundred dollars (\$100.00) except by check, except that contributions may be made by any electronic method provided said contribution is recorded by the Treasurer and a receipt is provided to the contributor and a copy of the receipt is maintained by the Treasurer.
- (e) *Transfer of funds.*
 - (1) The following types of transfers are exempt from the limitation of one thousand dollars (\$1,000.00) set forth in subsection (d) of this section:
 - a. From one (1) candidate's treasurer to another candidate's treasurer;
 - b. From the treasurer of a campaign committee to the treasurer of another campaign committee;
 - c. From a candidate's treasurer to the treasurer of a campaign committee;
 - d. From the treasurer of a campaign committee to a candidate's treasurer.
 - (2) No transfer of any kind, in any amount, is permitted if it is intended to conceal the true identity of the actual contributor or the identity of the intended recipient.
- (f) *Election cycle.* An election cycle shall begin on the first day of January in the year following a general election and end on December 31st of the year of a general election. Special elections shall not effect the commencement and conclusion of election cycles for purposes of the chapter. In the case of special

elections, the Board shall prescribe a schedule for the filing of reports, which schedule shall be reasonably consistent with the intent of section 8-81 with respect to general elections.

(Laws of Rockville, Ch. 4, § 4-58; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 18-87, 9-14-87; Ord. No. 16-89, 5-22-89; Ord. No. 15-91, § 3, 6-10-91; Ord. No. 3-95, § 10, 5-22-95; Ord. No. 7-95, 6-26-95; Ord. No. 11-09, § 4, 3-23-09; Ord. No. 22-11, 10-24-11; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18; Ord. No. 9-23, 6-12-23)

Sec. 8-79. Campaign communications by labor organizations, corporations, business associations.

A corporation, unincorporated business association, or labor organization, not otherwise a campaign committee may, without becoming thereby a campaign committee, make campaign communications to its stockholders or members, as the case may be, and executive or administrative personnel and their families on any subject, provided that:

- (1) The material is produced at the expense of the corporation, association, or labor organization; and
- (2) The material constitutes a communication of the views of the governing body of the corporation, association, or labor organization, and is not the republication or reproduction, in whole or in part, of any broadcast, transcript or tape or any written, graphic, or other form of campaign materials prepared by the candidate, his campaign committees, or their authorized agents. A corporation, association, or labor organization may, under this section, use brief quotations from speeches or other materials of a candidate that demonstrate the candidate's position as part of the corporation's, association's, or labor organization's expression of its own views.

(Laws of Rockville, Ch. 4, § 4-59; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 11, 5-22-95)

Sec. 8-80. Payment for walk-around services on early voting days and election day.

- (a) *Prohibited.* No candidate, or campaign committee, or any person acting on behalf of any of the foregoing may at any time, directly or indirectly, pay or incur any obligation to pay, nor may any person receive, directly or indirectly, any sum of money or thing of value in return for a political endorsement or for walk-around services or any other services as a poll worker or distributor of sample ballots, performed on election day.
- (b) *"Walk-around services" defined.* For the purpose of this section, walk-around services include any of the following activities when performed for money on election day while the polls are open:
 - (1) Distributing to any person any item enumerated in paragraph 8-101(7);
 - (2) Communicating a voting preference or choice in any manner;
 - (3) Stationing any person or object in or along the path of any voter; or
 - (4) Electioneering as described in section 8-45 of this chapter.
- (c) *Exceptions.* This section does not apply to:
 - (1) Meals, beverages and refreshments served to campaign workers;
 - (2) Salaries of regularly employed personnel in campaign headquarters;
 - (3) Media advertising including but not limited to newspaper, radio, television, billboard, or serial advertising;
 - (4) Rent and regular office expenses; or

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- (5) Cost of phoning voters or transporting voters to and from the voting centers.

(Laws of Rockville, Ch. 4, § 4-60; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 12, 5-22-95; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Editor's note(s)—Ord. No. 14-15, adopted July 13, 2015, changed the title of section 8-80 from "Payment for walk-around services on election day" to "Payment for walk-around services on early voting days and election day." The historical notation has been preserved for reference purposes.

Sec. 8-81. Election reports to be filed by candidate, treasurer and committee chairperson.

- (a) All reports or statement of contributions and expenditures required to be filed must be filed electronically in accordance with section 8-82. Upon request, the Board of Supervisors of Elections may waive this requirement for good cause or when technical, or similar issues prevent electronic filing.
- (b) A candidate and the treasurer designated by that candidate, and the chairperson and every treasurer of a campaign committee, shall file the report or statement of contributions and expenditures as prescribed in accordance with section 8-82 with the City Clerk. It is the responsibility of the candidate and treasurer, jointly and severally, if it is the statement of a candidate; the chairperson and treasurer, jointly and severally if it is the statement of a campaign committee; and, in the case of a campaign committee which is a "slate" as described in section 8-72(a), the slate chairperson, treasurer and individual slate candidates, jointly and severally, if it is the statement of such "slate", to file all reports or statements in full and accurate detail. Except as provided herein, each report filed shall contain all contributions received and expenditures made through and including the fifth day immediately preceding the day by which that report is to be filed, except as otherwise provided in this section. The initial report filed in an election cycle shall contain all contributions so received and expenditures so made since the closing date of the last report in the preceding election cycle, except that to the extent that there is an outstanding deficit from the last preceding election cycle, contributions may be credited against said deficit and shown on the report required by subsection (a)(4) for the last preceding election until such contributions equal the amount of the deficit at which time further contributions will be included in the current election cycle even if there are remaining unpaid bills. Each subsequent report shall contain all contributions so received and expenditures so made since the end of the period for which the last preceding report is filed. Even if no contributions or expenditures have been made since the end of the period for which the last preceding report was filed, a statement to that effect must be filed on the forms prescribed pursuant to section 8-82 under the circumstances and at the times specified in this section. Each report will be posted on the City's website within twenty-four (24) hours of the respective filing deadline. The initial and subsequent reports shall be consecutively filed no later than the dates and times provided as follows:
- (1) By 5:00 p.m. on the thirtieth day immediately preceding any election which report shall be complete through and including the 35th day immediately preceding the election; and
 - (2) By 5:00 p.m. on the Wednesday immediately preceding an election which report shall be complete through and including the Tuesday preceding such Wednesday; and
 - (3) By 5:00 p.m. on January 15 after the last day of the election cycle as defined in subsection 8-78(f) of this chapter which report shall be complete through and including the last day of the election cycle; and
 - (4) If a cash balance exists or if any unpaid bills or deficits remain to be paid as of the end of the period for which the report or statement in subsection (b)(3) above or any subsequent report or statement is filed, annually on November 8th of every subsequent year until no cash balance, unpaid bill, or deficit remains; and

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- (5) If a cash balance or outstanding debts or deficits were reflected on the last preceding report, but have all been eliminated by the date on which the next report is due, and the campaign committee has dissolved, or all of a candidate's accounts have been closed, then a report clearly marked as "final" shall be filed on or before such date showing all transactions since the last report.
 - (6) If a candidate does not intend to receive contributions or make expenditures of three hundred dollars (\$300.00) or more, the candidate and his treasurer may jointly execute an affidavit to that effect on a form prescribed by the Board of Supervisors of Elections. If the candidate does not in fact receive contributions or make expenditures of three hundred dollars (\$300.00) or more, no further reports need be filed pursuant to this section. The affidavit shall be filed not later than the date by which the first report is due. If at any time the cumulative contributions to or expenditures by a candidate who has filed such an affidavit equal or exceed three hundred dollars (\$300.00), the candidate and the candidate's treasurer shall thereafter file all reports required by this section.
 - (7) Except for reports required by paragraphs (b)(1) and (b)(2) of this section, if a report is due on a Saturday, Sunday or legal holiday, the report shall instead be filed on the next business day.
 - (8) Reports required by paragraphs (b)(1) and (b)(2) of this section shall be filed electronically or, if a waiver has been granted pursuant to paragraph (a) of this section, hand-delivered to the City Clerk. A receipt shall be issued for all hand-delivered reports.
 - (c) With respect to candidates for public office, election reports as specified below are required by all candidates for public office, whether or not the candidate's name appears on the ballot, or the candidate withdraws subsequent to filing his certificate of candidacy, or the candidate is unsuccessful in the election.
 - (d) (1) The chairperson and the treasurer of any campaign committee which continues in existence from year to year, shall file the report or statement of contributions and expenditures as prescribed in accordance with section 8-82 with the City Clerk at each of the times and for the respective periods specified in subsection (b) of this section.
 - (2) a. In any election year, on or before the dates specified in subsection (b) of this section, in lieu of the scheduled reports required to be filed under that subsection, a campaign committee which continues in existence from year to year may file an affidavit stating that since the date covered by the last report the committee has not been involved in raising or spending, and does not intend to raise or spend, money for that election.
 - b. Until disbanded or reactivated, a campaign committee which continues in existence from year to year that files an affidavit under this paragraph shall also file an annual report on November 8th of each subsequent year giving a statement of all contributions received and expenditures made since the end of the period for which the last preceding report is filed, as prescribed in section 8-82 with the City Clerk.
 - c. If, subsequent to the filing of the affidavit provided in this paragraph, a campaign committee which continues in existence from year to year receives contributions or makes expenditures in connection with the election for which it filed the affidavit, the committee shall thenceforth file all scheduled reports on the dates specified in subsection (b) of this section. If the contributions were received or expenditures made before any scheduled reporting dates, the committee is liable for all of the penalties for the late-filing of each of the required reports.
 - d. The form of the affidavit to be filed under this paragraph shall be as prescribed from time to time by the Board of Supervisors of Elections.
 - (e) In the case of a newly formed campaign committee, the campaign committee is not required to file any reports under section 8-81(b) otherwise due on or before the date of formation of such campaign committee.

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- (f) Each candidate, the treasurer of each candidate, and the chairman and treasurer of each committee shall be notified by the City Clerk, electronically or by first class mail and no more than twenty (20) nor less than ten (10) days prior to the applicable filing date, of each report that person is required to file. The notice shall include the filing date, information on filing electronically, the place, including address, for filing if the Board of Supervisors of Elections grants a waiver pursuant to paragraph (a) of this Section, and a phone number and office hours where additional information on filing may be obtained.
 - (g) Except for the reports required by paragraphs (b)(1) and (2) of this section, any report for which a waiver has been granted pursuant paragraph (a) of this Section, shall be considered timely if it is mailed on or before the filing deadline, regardless of when it is actually received, if the United States Postal Service has provided verification of that fact by affixing a mark so indicating on either the envelope or any receipt therefor. The City Clerk shall provide written verification for each report received.
 - (h) Notwithstanding anything contained in this chapter to the contrary, an organization, including a campaign committee, may designate an affiliated campaign committee and the designating organization shall not be required to file any of the election reports of contributions and expenditures described in this section if:
 - (1) The designation is made on a form prescribed by the Board and consented to by the affiliated committee on said form;
 - (2) The affiliated committee has a treasurer and chairperson different from the designating organization's treasurer and chairperson;
 - (3) The designating organization does not provide any financial or other reportable contributions to the affiliated committee;
 - (4) The designating organization otherwise takes no action to assist or attempt to assist in any manner the promotion of the success or defeat of any candidate, candidates, principle or proposition which has been, will be, or is being sought to be submitted to a vote in the current City election cycle after an organization designates an affiliated campaign committee.
 - (5) The affiliated committee complies with all reporting requirements of this chapter for the election cycle.
 - (i) The provisions of this section shall apply to all campaign committees, their chairpersons and treasurers, and treasurers for candidates for public office located outside of the geographic boundaries of the City with respect to all expenditures of funds with respect to City elections.
 - (j) For purposes of this section, the failure to provide all of the information required by the forms prescribed in accordance with section 8-82, to the extent applicable, is a failure to file.
 - (k) Within three (3) business days after the deadline for the filing of any report which is required to be filed, the City Clerk shall compile a list of every candidate or committee which failed to file the report, which list shall be available to the public.

(Laws of Rockville, Ch. 4, § 4-61; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 18-87, 9-14-87; Ord. No. 16-89, 5-22-89; Ord. No. 15-91, § 2, 6-10-91; Ord. No. 3-95, § 13, 5-22-95; Ord. No. 11-09, § 5, 3-23-09; Ord. No. 10-13, § 2, 3-18-13; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18; Ord. No. 9-23, 6-12-23)

Sec. 8-82. Forms for report of contributions and expenditures and schedule of receipts and disbursements.

The forms for the "Report or Statement of Campaign and Election Contributions and Expenditures" and the "Schedule of Receipts and Disbursements" shall be prescribed, from time to time, by the Board of Supervisors of Elections. If a candidate desires to use a form different from the form prescribed by the Board of Supervisors of Elections, such candidate shall obtain prior approval from the Board before utilizing such a different form.

Sec. 8-83. Requirements of election reports and statements.

- (a) *Payment of late filing fee.* There is a late filing fee for each report or statement of expenditures and contributions which is not filed within the time prescribed in section 8-81. The fee is ten dollars (\$10.00) for each day or part of a day that a report is overdue. An additional fee of ten dollars (\$10.00) is due for each of the first six (6) days that a pre-election report is overdue pursuant to paragraphs 8-81(b)(1) and (2) and subsections 8-81(d) and (e). The maximum fee payable with respect to any single report is three hundred sixty dollars (\$360.00). The City Clerk shall receive an overdue report or statement even if any late filing fee due has not been paid but the report or statement shall not be considered officially filed until all fees have been paid. Upon the receipt by the Clerk of an overdue report or statement, no further late filing fees shall be incurred, notwithstanding the fact that the report or statement is not considered officially filed. The late filing fee is the joint and several personal liability of the candidate and treasurer as to the report of a candidate, or of the chairperson and treasurer as to the report of a campaign committee. A late filing fee may not be paid, directly or indirectly, from contributions to the candidate or campaign committee and, when paid, may not be treated as a contribution or an expenditure for purposes of this chapter.
- (b) *Prerequisites to becoming candidate, being elected by the Mayor and Council to fill a vacancy, or serving as treasurer.* A person may not become a candidate for public office in any election in the City, may not be elected by the remaining members of the Mayor and Council to fill a vacancy in the office of Mayor or Councilmember, may not have a certificate of candidacy accepted on that person's behalf, and that person may not become a treasurer for a candidate or committee unless:
- (1) The person has filed or had filed on that person's behalf all reports or statements required by section 8-81 and subsection (d) of this section to be filed by that person, as a candidate, chairman or treasurer during the five (5) calendar years preceding the election in which the person seeks to become a candidate or treasurer; and
 - (2) Any late filing fees due in connection with such reports and statements have been paid.
- (c) *Notice when report or statement is overdue.* The City Clerk shall promptly notify the Board of Supervisors of Elections of any report or statement required by section 8-81 to be filed which is more than thirty (30) days overdue. Whenever it learns that a required report or statement is more than thirty (30) days overdue, the Board of Supervisors of Elections shall issue a notice to the candidate and treasurer, if the report is the statement of a candidate, or to the chairperson and treasurer if the report is that of a campaign committee, to show cause why they should not be charged with a violation of the provisions of this article, unless the failure to file is remedied and late filing fees paid within thirty (30) days of service of the notice. Any candidate, chairperson, or treasurer who fails to file the report or statement and pay the late filing fee due within thirty (30) days after service of the show cause notice is guilty of a municipal infraction and subject to the penalties prescribed in section 8-111(b). Any such prosecution must be commenced within three (3) years of the date on which the report or statement was originally due.
- (d) *Failure to provide information called for.* For the purposes of this section, the failure to provide all of the information called for on the forms prescribed pursuant to section 8-82, to the extent applicable, is a failure to file if the Board of Supervisors of Elections has notified the candidate and treasurer or chairperson and treasurer, in writing, of the particular deficiencies and a properly corrected report has not been filed within thirty (30) days of service of such notice. After the thirtieth day, and in the absence of a filed corrected report, daily late filing fees are thereafter payable, and all sanctions provided for in this section and in section 8-111 shall be fully applicable without the necessity of further notice to the candidate, chairperson, or treasurer under this subsection or subsection (c) of this section.

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- (e) *Successful candidates.* A person may not be deemed elected to any public office of the City or enter upon the duties of the office or receive any salary or emoluments therefrom until all of the reports and statements of contributions and expenditures required to be filed by the person pursuant to subsection 8-81(b) and subsection (d) of this section and due before the person may take office, have been filed. A candidate may not be sworn in until the Board of Supervisors of Elections certifies that all the reports and statements required to be filed by such candidate prior to taking office by subsection 8-81(b) and subsection (d) of this section have been filed. The oath of office may not be administered to a candidate until the official administering the oath has received this certification from the Board of Supervisors of Elections.
- (f) *Withholding compensation.* If any person elected to public office has been notified pursuant to subsection (c) or (d) of this subsection and has failed to file a report or statement required by subsection 8-81(b) or subsection (d) of this section in the time required or failed to pay any late filing fee due, the Board of Supervisors of Elections shall cause an investigation to be undertaken and shall notify the elected official and afford him the opportunity to be heard. If the Board determines, after hearing, that a report or statement required by subsection 8-81(b) or subsection (d) of this section was not timely filed, that the official was notified pursuant to subsection (c) or (d) of this section, and that the failure to file has not been corrected and late filing fees have not been paid, then it shall direct the City Manager and City Clerk to withhold the compensation of the elected official until the report or statement is filed and all late fees paid and to withhold from future compensation payments a sum or sums which equal any amount previously paid to the elected official for a period during which his report or statement was in default.
- (g) *Distribution of late filing fees.* All late filing fees shall be paid to the City and shall be treated as a special fund and the City shall use the funds to defray the cost of voter education.
- (h) *Section mandatory; waiver of late filing fee.*
- (1) The provisions of this section and the provisions of section 8-81 with respect to the filing of reports or statements are mandatory and not directory. However, no sanctions may be imposed for failure to file a report or statement or to pay a late filing fee if the failure is found by a court of competent jurisdiction to be for just cause.
 - (2) In addition, upon request of the person required to file, a late filing fee may be waived for just cause by the Board of Supervisors of Elections.
 - (3) a. The decision of the Board to waive or not to waive a late filing fee shall be in writing and shall set forth the circumstances surrounding the late filing and the reasons for the decision.
b. The decision to waive or not to waive may be made without notice or hearing.

(Laws of Rockville, Ch. 4, § 4-63; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 14, 5-22-95; Ord. No. 7-95, 6-26-95; Ord. No. 1-19, § 6, 1-7-19; Ord. No. 9-23, 6-12-23)

Sec. 8-84. Preservation of reports, statements, accounts; inspection; certified copies.

The City Clerk shall receive, file and preserve all reports, statements and accounts relating to campaign contributions and expenditures which are required to be filed by this chapter. These reports, statements, and accounts shall be kept as part of the records of the City for a period of five (5) years regardless if the candidate is successful, unsuccessful, or resigns, or for a longer period if ordered by a court of competent jurisdiction. These reports, statements and accounts shall be subject and open to inspection by any citizen of the City during the hours in which the Clerk's office is open. In addition, the City Clerk shall make a permanent record of all election reports required to have been filed by section 8-81 but which have not been filed. The permanent record shall include the name of the candidate or the committee, the treasurer, an identification of the missing report, and if a final report, a notation of the amount of any outstanding balance, bills or deficits as shown on the last report filed.

Secs. 8-85—8-100. Reserved.

DIVISION 3. CAMPAIGN PRACTICES

Sec. 8-101. Prohibited practices.

The following persons shall be guilty of prohibited practices and shall be punished in accordance with the provisions of this chapter:

- (1) *Offering bribe.* Every person who shall, directly or indirectly, by himself or by another, give or offer or promise to any person any money, gift, advantage, preferment, aid, emolument or any valuable thing whatever, for the purpose of inducing or procuring any person to vote, or refrain from voting, for or against any person, or for or against any measure or proposition at any City election.
- (2) *Accepting or soliciting bribe.* Every person who shall, directly or indirectly, receive, accept, request or solicit from any person, candidate, committee, association, organization or corporation, any money, gift, advantage, preferment, aid, emolument, or any valuable thing whatsoever, for the purpose of inducing or procuring any person to vote, or refrain from voting, for or against any person, or for or against any measure or proposition at any City election.
- (3) *Acting on bribe.* Every person who, in consideration of any money, gift, advantage, preferment, aid, emolument, or any valuable thing whatsoever, paid, received, accepted, or promised to the advantage of himself or any other person, shall vote or refrain from voting for or against any person, or for or against any measure at any City election.
- (4) *Making contribution other than to treasurer.* No person shall, directly or indirectly, pay, give, contribute or promise any money or other valuable thing to defray or towards defraying the costs or expenses of any candidate or campaign committee to any person, committee, company, organization or association, other than to a treasurer.
 - a. This subsection shall not apply to dues regularly paid for membership in any campaign committee if all money expended by such committee in connection with the costs or expenses of any campaign or election is paid out only through its treasurer as provided in this article.
 - b. This subsection shall not apply to any contribution received by a candidate or the candidate's authorized agent provided that the candidate or authorized agent shall immediately turn the contribution over to the treasurer.
- (5) *Political contributions in false name.* Every person who shall, directly or indirectly, by himself or through another person make a payment or promise of payment to a treasurer or candidate in any other name than his own, and every treasurer or candidate who shall knowingly receive a payment or promise of payment and entered the same or caused the same to be entered in his accounts in any other name than that of the person by whom such payment or promise of payment is made.
- (6) *Coercing employees.* Every person who, being an employer, pays his employees the salary or wages due in pay envelopes, upon which there is written or printed or in which there is enclosed any political motto, device or argument containing threats, express or implied, intended or calculated to influence the political opinions or actions of such employees, or within ninety (90) days of an election puts or otherwise exhibits in the establishment or place where his employees are engaged in labor any handbill or placard containing any threat, notice or information that if any particular ticket or candidate

is elected or defeated work in his place or establishment will cease, in whole or in part, his establishment will be closed up, the wages of his employees will be reduced, or other threats, express or implied, intended or calculated to influence the political opinions or actions of his employees.

- (7) *Campaign material.* Every person who publishes or distributes or causes to be published or distributed any campaign material as defined in this chapter, unless such campaign material:
- a. If paid for and authorized by a candidate, an authorized political committee of a candidate, or its agents, clearly states that the communication has been paid for by such authorized political committee; or
 - b. If paid for by other persons but authorized by a candidate, an authorized political committee of a candidate, or its agents, clearly states that the communication is paid for by such other persons and authorized by such authorized political committee; or
 - c. If not authorized by a candidate, an authorized political committee of a candidate, or its agents, clearly states the name, street address, telephone number, and internet address of the person who paid for the communication and states that the communication is not authorized by any candidate or candidate's committee.

Disclaimers for written material or electronic communications must be clear and conspicuous and placed in a manner that is easily seen without the need for the reader to take additional action. Disclaimers for electronic communications with only audio components must be included within the audio component so that a recipient need not take any additional action beyond listening to the communication.

A disclaimer is not required when it cannot be conveniently printed (pens, campaign pins, campaign buttons and similar small items) or its display is not practicable, i.e. wearing apparel.

The requirements of this subsection (7) shall not apply to any individual publishing, producing or distributing campaign literature promoting the success or defeat of any principle or proposition submitted to a vote at any City election, provided that such campaign literature is published, produced and distributed independent of, and not in coordination with, any campaign committee or other entity.

- (8) *Contribution or expenditure in violation of section 8-77.* Every person who, being a candidate, makes any payment, contribution, expenditure or promotes or incurs any liability to pay, contribute or expend from his own personal financial resources any money or thing in value in a manner not authorized by section 8-77.
- (9) *Offenses relating to voting by mail-in ballot and absentee ballot.*
- a. Any person who knowingly commits, or aids or abets in committing, fraud in connection with any mail-in or absentee ballot vote cast, to be cast, or attempted to be cast.
 - b. Except as permitted by subsection 8-44(a)(1), any person who marks another's voted or unvoted ballot.
 - c. Any person who tampers with or opens a sealed envelope that contains a mail-in or absentee ballot. This subsection does not apply to an election official.
 - d. Any person who fails to comply with or violates subsection 8-44(a)(2).

(Laws of Rockville, Ch. 4, § 4-71; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 15, 5-22-95; Ord. No. 7-95, 6-26-95; Ord. No. 6-18, 4-9-18; Ord. No. 21-19, 9-9-19; Ord. No. 9-23, 6-12-23)

Sec. 8-102. Requirements concerning advertising; rates.

It is unlawful for any person, candidate, campaign manager, treasurer, or campaign committee to expend any money for printing, publication, broadcasting, or distribution in any format, printed or electronic means, of any campaign material unless such campaign material purports on its face to be a paid political advertisement, including the name of the person who paid for the advertisement, and printed, published, broadcast, or distributed by the authority of the person, campaign manager or treasurer for the named candidate or campaign committee. This section shall not apply to communications by a campaign committee exclusively to its membership, or to communications by an individual acting independent of any campaign committee or other entity in promoting the success or defeat of any principle or proposition submitted to a vote at any City election.

(Laws of Rockville, Ch. 4, § 4-72; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 16, 5-22-95; Ord. No. 7-95, 6-26-95; Ord. No. 9-23, 6-12-23)

Sec. 8-103. Retention of samples of political matter published or distributed.

- (a) Each candidate or treasurer and every person who publishes or distributes or causes to be published or distributed campaign material, shall maintain for a period of one (1) year following each election a complete file of sample copies of all matter printed, published, or distributed, in any format, by his authority.
- (b) Distributor includes any person, partnership, or corporation engaged in the distribution of circulars, pamphlets, and other advertisements by hand delivery or direct mail for profit but does not include salaried employees, agents or volunteers of the person, partnerships, or corporations. Distributor also includes any person, partnership, or corporation engaged in the distribution in any manner of electronic communications for profit, but does not include salaried employees, agents or volunteers of the person, partnerships, or corporations.
- (c) A person subject to the requirements of subsection (a) is not required to maintain sample copies of billboards and placards.

(Laws of Rockville, Ch. 4, § 4-73; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 9-23, 6-12-23)

Secs. 8-104—8-110. Reserved.

DIVISION 4. REMEDIES

Sec. 8-111. Violation of chapter declared misdemeanor; penalty for violations.

- (a) *Misdemeanors.* Any person who violates Section 8-101(1), (2), (3), (5), (6) or (9) of this chapter is guilty of a misdemeanor, and upon conviction shall be fined not more than one thousand dollars (\$1,000.00) or be imprisoned for not more than six (6) months, or both, in the discretion of the court.
- (b) *Municipal infractions.* Any person who violates any provision of this chapter other than those listed in subsection (a) above is guilty of a municipal infraction pursuant to Section 1-9 of this Code. A municipal infraction citation may be issued to such person by the Board of Supervisors of Elections or the Board's designee, and shall be prosecuted by the City Attorney.
- (c) *Ineligibility from holding office.*

-
- (1) Any person who is convicted of a misdemeanor under subsection (a) of this section shall automatically be ineligible for any elected or appointed public office in the City for a period of eight (8) years from and after the time of the commission of the offense.
 - (2) If the board determines, after notice and a hearing at which evidence is taken and a transcript made, that a person found guilty of a municipal infraction under subsection (b) of this section knowingly and wilfully commits such violation or had knowledge of and consented to such violation by said person's agent, the Board may declare such person to be ineligible for any elected or appointed public office in the City for such period of time as the Board finds appropriate, but not be exceed eight (8) years. Any person aggrieved by reason of such determination of the Board may appeal to the Circuit Court for the County according to the Maryland Rules governing administrative appeals.
 - (3) If a person holding public office in the City becomes ineligible for such position under this subsection (c), such person shall automatically be removed from office and the position shall be deemed vacant. Such vacancy shall be filled in the same manner as other vacancies in such office are filled.
 - (d) If a different penalty is specifically prescribed for violation of any section in this chapter and expressly set forth therein, the specific penalty applies and the penalty set forth in this section does not apply.
- (Laws of Rockville, Ch. 4, § 4-81; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 3-95, § 17, 5-22-95; Ord. No. 14-15, 7-13-15; Ord. No. 6-18, 4-9-18)

Cross reference(s)—Punishment for misdemeanors, § 1-10.

Sec. 8-112. Injunction.

The Board of Supervisors of Elections, the Chairperson of the Board of Supervisors of Elections, on behalf of the Board, or any aggrieved party having sustained a direct injury may seek an immediate injunction against any violation of the provisions of this chapter.

(Laws of Rockville, Ch. 4, § 4-82; Ord. No. 7-87, § 2, 5-11-87; Ord. No. 16-89, 5-22-89; Ord. No. 9-23, 6-12-23)

ORDINANCE NO. _____

ORDINANCE: To repeal and reenact City Code Chapter 8, titled "Elections," to reorganize the Chapter and provide an updated elections process in line with State law and best practices

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND that Chapter 8 of the Rockville City Code, entitled "Elections," is hereby repealed in full and reenacted as follows:

Chapter 8

ELECTIONS

ARTICLE I. - IN GENERAL

DIVISION 1. - STATEMENT OF PURPOSE; APPLICABILITY; DEFINITIONS

Sec. 8-1. Short title.

This Chapter shall be known and may be cited as the "Rockville Election Code".

Sec. 8-2. Statement of purpose.

(a) The purpose of the election procedures contained in this Chapter is to provide for the conduct of Rockville municipal elections generally in the City of Rockville by exercising the powers granted to the Mayor and Council to provide for the conduct of Rockville municipal elections and for the prevention of fraud in connection with such elections.

(b) The intention of this Chapter is that the conduct of Rockville municipal elections should inspire public confidence and trust by assuring that:

(1) all persons voting in Rockville municipal elections are treated fairly and equitably;

(2) all qualified Rockville residents may register and vote in Rockville municipal elections and those who are not qualified do not vote in Rockville municipal elections;

(3) those who administer in Rockville municipal elections are well-trained, that they serve both those who vote and those who seek votes, and that they put the public interest ahead of all other interests;

(4) full information on Rockville municipal elections is provided to the public, including disclosure of campaign contributions and expenditures;

(5) Rockville resident convenience is emphasized in all aspects of the election process;

(6) security and integrity are maintained in the casting of ballots, canvassing of votes, and reporting of election results;

- (7) the prevention of fraud and corruption is diligently pursued; and
- (8) any offenses that occur are prosecuted.

Sec. 8-3. Applicability; Amendments.

- (a) The provisions of this Chapter applies only to Rockville municipal elections, including general, special, and recall elections, held subsequent to July 1, 2026.
- (b) No changes shall be made to this Chapter within 180 days of a Rockville municipal general election or within 30 days of a Rockville municipal special election unless such changes are approved by a vote of at least 6 members of the Mayor and Council.

Sec. 8-4. Definitions.

As used in this Chapter, the following terms shall have the meanings indicated unless a different meaning is clearly intended from the context in which the term appears:

- (a) “*Advisory referendum ballot questions*” means those questions that are included on a Rockville municipal general election ballot in accordance with the provisions of this Chapter.
- (b) “*Affidavit*” means a sworn statement in writing, including a self-affirmation.
- (c) “*Authorized candidate campaign committee*” means a campaign committee established under Article VII of this Chapter and authorized by a candidate to promote the candidate's candidacy.
- (d)(1) “*Ballot*” includes:
 - (i) a vote-by-mail ballot; or
 - (ii) a provisional ballot;
- (2) “*Ballot*” does not include:
 - (i) a sample ballot; or
 - (ii) a specimen ballot;
- (e) “*Ballot drop box*” means a secure, durable, and weatherproof container (if located outside) that is officially designated by the Board exclusively for Rockville eligible voters to deposit vote-by-mail ballots.
- (f) “*Ballot issue committee*” means a campaign committee that is formed to promote the success or defeat of a ballot question to be submitted to a vote at a Rockville municipal election.
- (g) “*Ballot questions*” means charter amendment ballot questions and advisory referendum ballot questions.
- (h) “*Board*” means the Board of Supervisors of Elections, the body designated by the Mayor and Council to administer and supervise Rockville municipal elections.

(i) “*Campaign committee*” means a combination of two or more individuals that has as its major purpose promoting the success or defeat of a candidate or ballot question submitted to a vote at any Rockville municipal election.

(j) “*Campaign finance entity*” means a campaign committee established under Article VII of this Chapter.

(k) “*Campaign finance report*” means a report, statement, affidavit, or other document that is:

- (1) authorized or required under this Chapter;
- (2) related to the campaign finance activities of a campaign committee; and
- (3) filed or submitted on a form prescribed by the Board under this Chapter.

(l)(1) “*Campaign material*” means any material that:

- (i) contains text, graphics, or other images;
- (ii) relates to a candidate, a prospective candidate, or the approval or rejection of a ballot question or prospective ballot question; and
- (iii) is published, distributed, or disseminated.

(2) “*Campaign material*” includes:

- (i) a qualifying paid digital communication;
- (ii) any other material transmitted by or appearing on the Internet or other electronic medium;
- (iii) an oral commercial campaign advertisement; and
- (iv) an automated or prerecorded oral communication.

(m) “*Candidate*” means an individual who:

- (1) is listed on the ballot for a Rockville elected office;
- (2) has begun to circulate Rockville nominating petitions or authorized another person to do so on their behalf for nomination for or election to a Rockville elected office; or
- (3) has received a contribution or made an expenditure or authorized another person to receive a contribution or make an expenditure with the intent to bring about their nomination for or election to any Rockville elected office.

(n) “*Certificate of withdrawal*” means a certificate filed with the City Clerk/Director of Council Operations by an individual withdrawing their candidacy for a Rockville elected office.

(o) “*Chapter*” means Chapter 8 of the Rockville City Code.

(p) “*Charter*” means the charter of The Mayor and Council of Rockville, a body corporate and municipal corporation of the State of Maryland, authorized under Article XI-E of the Maryland Constitution.

(q) “*Charter amendment ballot questions*” means those questions related to amendment of the Charter that are included on a ballot in accordance with the provisions of this Chapter.

(r) “*City*” means the The Mayor and Council of Rockville, a municipal corporation of the State of Maryland.

(s) “*City administered supplemental voter registry*” means the list of Rockville eligible voters, who are registered, in accordance with §8-29(b) of this Chapter, to vote in the upcoming Rockville municipal election.

(t) “*Continuing campaign committee*” means a campaign committee that is permitted to continue in existence from year to year.

(u)(1) “*Contribution*” means the gift or transfer, or promise of gift or transfer, of money or other thing of value to a campaign committee to promote or assist in the promotion of the success or defeat of a candidate, or ballot question.

(2) “*Contribution*” includes:

(i) proceeds from the sale of tickets to a campaign fund-raising event; and

(ii) a coordinated expenditure as defined in §8-97 of this Chapter.

(3) “*Contribution*” does not include the costs associated with the establishment, administration, or solicitation of voluntary contributions to a political action committee established by a corporation, limited liability company, general partnership, limited partnership, membership organization, trade association, cooperative, or corporation without capital stock as long as the political action committee only solicits contributions from employees of the organization that established the political action committee, or members of the organization that established the political action committee, and the employees or members are participating in a payroll deduction program established by the employer of the employee or member.

(v) “*County administered voter registry*” means a certified list developed by the Montgomery County Board of Elections in accordance with § 3-403 of the State Election Article of individuals eligible to vote in Rockville municipal elections who are included on the statewide voter registration list at addresses within the corporate boundaries of the City.

(w) “*Election cycle*” means the period that begins on the January 1 that follows a Rockville municipal general election and continues until the December 31 that is 4 years later.

(x) “*Electronic signature*” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

(y) “*Expenditure*” means a gift, transfer, disbursement, or promise of money or a thing of value by or on behalf of a campaign committee to promote or assist in the promotion of the success or defeat of a candidate or ballot question at a Rockville municipal election.

(z)(1) “*Independent expenditure*” means a gift, transfer, disbursement, or promise of money or a thing of value by a person expressly advocating the success or defeat of a clearly identified candidate or ballot question if the gift, transfer, disbursement, or promise of money or a thing of value is not made in coordination, cooperation, consultation, understanding, agreement, or concert with, or at the request or suggestion of, a candidate, an authorized candidate campaign committee, a slate, an agent of a candidate or candidates, or a ballot issue committee.

(2) For purposes of this subsection, “clearly identified” means:

- (i) the name of the candidate appears;
- (ii) a photograph or drawing of the candidate appears; or
- (iii) the identity of the candidate or ballot question is apparent by unambiguous reference.

(aa) “*Online platform*” means any public-facing website, web application, or digital application, including a social network, ad network, or search engine, that:

(1) has 100,000 or more unique monthly United States visitors or users for a majority of months during the immediately preceding 12 months; and

(2) receives payment for qualifying paid digital communications.

(bb) “*Person*” means a corporation, business, or other legal entity or an individual.

(cc) “*Political action committee*” means a campaign committee that is not:

- (1) a slate;
- (2) an authorized candidate campaign committee; or
- (3) a ballot issue committee.

(dd) “*Provisional ballot*” means a ballot that is cast by an individual but not counted until the individual’s qualifications to vote have been confirmed by the Board.

(ee) “*Qualifying paid digital communication*” means any electronic communication that:

- (1) is campaign material;

- (2) is placed or promoted for a fee on an online platform;
- (3) is disseminated to 500 or more individuals; and
- (4) does not propose a commercial transaction.

(ff) “*Quarterly CFR Submission Dates*” means January 5th, March 5th, July 5th, and October 5th.

(gg) “*Responsible officers*” means the treasurer and chairperson of a campaign committee.

(hh) “*Rockville elected office*” means either the office of the Mayor or Councilmember.

(ii) “*Rockville eligible voter*” means an individual who meets the specific requirements for voting in Rockville municipal elections.

(jj) “*Rockville municipal elections*” means Rockville municipal general elections, Rockville municipal special elections, and Rockville municipal recall elections.

(kk) “*Rockville municipal general election*” means an election for Mayor and Councilmembers, held the next Tuesday after the first Monday in the month of November in every fourth year beginning in the year 2015, as set forth in Article III, Section 4 of the Charter and §8-47 of this Chapter.

(ll) “*Rockville municipal recall election*” means an election to recall a member of the Mayor and Council, in accordance with the provisions set forth in Article III, Section 6 of the Charter and §8-49 of this Chapter.

(mm) “*Rockville municipal special election*” means an election to (a) elect a candidate to serve the remainder of the unexpired term of a member of the Mayor and Council who, by reason of death, resignation, removal from the City or otherwise, vacates their seat on the Mayor and Council, in accordance with Article III, Section 5 of the Charter and §8-48 of this Chapter, and (b) vote on the proposed amendment or amendments to the Charter in accordance with Article V, Section 3 of the Charter and §8-48 of this Chapter.

(nn) “*Rockville municipal voting system*” means a method of casting and tabulating ballots or votes for a Rockville municipal election.

(oo) “*Rockville nominating petition*” means a petition filed by an eligible individual with the City Clerk/Director of Council Operations in accordance with §8-38 of this Chapter in order to become a candidate for a Rockville elected office.

(pp) “*Rockville vote center*” means a site selected and established by the Board in accordance with the provisions of this Chapter where individuals can register to vote and cast ballots for a Rockville municipal election.

(qq) “*Sample ballot*” means a facsimile of a ballot used for informational purposes by a person or entity other than the Board.

(rr) “*Slate*” means a campaign committee of two or more candidates who join together to conduct and pay for joint campaign activities

(ss) “*Specimen ballot*” means a facsimile of a ballot used by the Board to provide notice to registered voters of the contents of the ballot.

(tt) “*State Board*” means the Maryland State Board of Elections.

(uu) “*State Election Article*” means Election Law Article of the Annotated Code of Maryland, as amended.

(vv) “*Transfer*” means a monetary contribution that is made by one campaign committee to another campaign committee.

(ww) “*Treasurer*” means an individual appointed in accordance with §8-80 of this Chapter.

(xx) “*Vote*” means to cast a ballot in a Rockville municipal election conducted in accordance with this Chapter.

(yy) “*Vote-by-mail ballot*” means a ballot that is mailed by the City Clerk/Director of Council Operations to each registered voter who is eligible to vote in the next Rockville municipal election.

(zz) “*Voter*” means a Rockville eligible voter.

DIVISION 2. - GENERAL PROVISIONS

Sec. 8-5. Computation of time.

(a) Calendar days shall be used in all computations of time made under this Chapter.

(b) In computing time for any act or event to be done before any Rockville municipal election, the first day is excluded, and the last, or election, day is included. Saturdays, Sundays, and City holidays are included but, if the time for any act to be done or the last day of any period is a Saturday, Sunday, or City holiday, the period is extended to include the next day that is not a Saturday, Sunday, or City holiday.

Sec. 8-6. Nonpartisan elections.

Candidates shall not run for any Rockville elected office as the representative or nominee of any political party.

Sec. 8-7. Electronic signatures.

The Board may accept an electronic signature for any form, document, report, or affidavit required by the Board under this Chapter.

Secs 8-8—8-15. Reserved

ARTICLE II. - BOARD OF SUPERVISORS OF ELECTIONS

Sec. 8-16. Organization.

(a) The Board shall consist of five regular members, who may be appointed by any member of the Mayor and Council, subject to the approval of a majority vote of the Mayor and Council. The Board is accountable to the Mayor and Council for its actions in all matters regarding the implementation of the requirements of this Chapter.

(b) Each member of the Board shall be a registered Rockville eligible voter in Montgomery County, shall reside within the corporate limits of the City, and shall not hold or be a candidate for any Rockville elected office during their term of office.

(c) Before taking office, each member of the Board shall take and subscribe to the following oath:

I, _____ residing at _____ in the City of Rockville, 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 Constitution and Laws thereof and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, fairly and honestly discharge the duties of a supervisor for the Board of Supervisors of Elections for the City of Rockville, according to the Constitution and laws of this State, and the Charter and laws of this City.

(d)(1) The terms of the members of the Board shall begin on the first Monday in June of an even year and shall run for four (4) years. Notwithstanding the foregoing, the terms of two (2) members shall be staggered with respect to the terms of the other three (3) members.

(2) At the end of a term, a member continues to serve until a successor is appointed and qualifies.

(3) If a vacancy occurs on the Board, the Mayor shall appoint, subject to approval of a majority vote of the Mayor and Council, an eligible individual as the successor member to fill the vacancy for the remainder of the unexpired term and until a qualified successor is appointed.

(e) The Board shall meet within 20 days after the beginning of the new term of members of the Board to elect one of its members as Chairperson.

(f) Upon a majority vote, the Mayor and Council may remove a member for incompetence, misconduct, or other good cause, upon written charges stating the Mayor and Council's grounds for dismissal and after affording the member notice and an opportunity to be heard in accordance with Article III, Section 2.b of the Charter.

Sec. 8-17. Duties.

(a) Registration of voters. Subject to the applicable provisions of the Charter and this Chapter, the Board shall supervise and administer the registration of individuals who are eligible to vote in Rockville municipal elections.

(b) Nomination of candidates. Subject to the applicable provisions of the Charter and this Chapter, the Board shall supervise and administer the nomination process of individuals seeking to have their names placed on ballots as candidates for Rockville municipal elections.

(c) General supervision of Rockville municipal elections. Subject to the applicable provisions of the Charter and this Chapter, the Board shall supervise and administer all Rockville municipal elections to ensure that the elections are conducted in an open, convenient, and impartial manner.

(d) Promulgation of administrative policies, procedures, forms and templates. The Board shall promulgate all administrative policies, procedures, forms and templates necessary for its supervision and administration of (i) the registration of individuals who are eligible to vote in Rockville municipal elections, (ii) the nomination process of individuals seeking to have their names placed on ballots as candidates for Rockville municipal elections, and (iii) all Rockville municipal elections to ensure that the elections are conducted in an open, convenient, and impartial manner.

(e) Posting of administrative policies, procedures, forms and templates. In order to provide transparency to the public, current versions of the Board's administrative policies, procedures, forms and templates will be posted on the City's website, unless the posting of a policy, procedure, form or template would compromise the integrity or security of a Rockville municipal election.

(f) Enforcement. The Board shall enforce the provisions of this Chapter in accordance with the provisions of Article VIII of this Chapter.

(g) The Board may recommend to the Mayor and Council amendments to Article III of the Charter and this Chapter when the Board deems such proposed amendments are necessary and will provide for improved open, convenient, and impartial Rockville municipal elections.

(h) The Board shall perform such other duties as may be assigned to the Board by the Rockville Charter and those ordinances and resolutions adopted by the Mayor and Council.

Sec. 8-18. Funding.

The Mayor and Council shall appropriate, as necessary, funds to enable the Board to pay the reasonable expenses incurred by the Board to discharge its duties prescribed in the Charter and this Chapter.

Sec. 8-19. Staff support.

(a) The City Clerk, City Manager, and City Attorney will each assist and support, and as appropriate, designate their respective staff members to assist and support the Board in its official duties.

(b) The City Clerk/Director of Council Operations is authorized to receive, on behalf of the Board, all affidavits, petitions, certificates, reports, notices, and other documents required to be filed under the provisions of this Chapter. Except as otherwise provided, all affidavits, petitions, certificates, reports, notices, and other documents submitted shall be deemed filed with the Board when received by the City Clerk City Clerk/Director of Council Operations and shall be transmitted to the Board without delay.

(c)(1) Except as provided in paragraph (2) of this subsection, and subject to technical difficulties, the City Clerk/Director of Council Operations shall work with the Department of Information and Technology to provide live streaming of each open meeting held by the Board.

(2) The live streaming requirement under paragraph (1) of this subsection does not apply with respect to:

(A) an open meeting held off-site;

(B) a project site visit; or

(C) an inspection conducted by the Board.

(3) The Department of Information and Technology shall maintain a complete and unedited archived recording of each open meeting for which live streaming was provided under subsection (c)(2) of this section for a minimum of 5 years after the date of the meeting.

Secs 8-20—8-25. Reserved

ARTICLE III. - VOTER REGISTRATION

Sec. 8-26. Registration required.

No individual shall vote, or be permitted to vote, in any Rockville municipal election unless such individual is properly registered to vote with:

(1) the State of Maryland in accordance with the State Election Article and the provisions of this Article; or

(2) with the Board in accordance with the provisions of this Article and such administrative policies and procedures promulgated by the Board.

Sec. 8-27. Registration with the State of Maryland.

(a) Any individual shall automatically be entitled to cast a ballot in a Rockville municipal election if the individual:

(1) Is registered to vote with the State of Maryland in accordance with the State Election Article;

(2) Is included on the County administered voter registry at an address within the corporate boundaries of the City;

(3) Resides within the corporate boundaries of the City on the day such individual casts a ballot in a Rockville municipal election; and

(4) Is, in accordance with the Charter, at least [16 /18] years of age on the day such individual casts a ballot in a Rockville municipal election.

(b)(1) According to the State Election Article, except as provided in paragraph (2) of this subsection, an individual may register to vote with the State of Maryland if the individual:

(A) is a citizen of the United States;

(B) is at least 16 years old;

(C) is a resident of the State as of the day the individual seeks to register; and

(D) registers pursuant to Title 3 of the State Election Code.

(2) An individual is not qualified to register to vote with the State of Maryland if the individual:

(A) has been convicted of a felony and is currently serving a court-ordered sentence of imprisonment for the conviction;

(B) is under guardianship for mental disability and a court of competent jurisdiction has specifically found by clear and convincing evidence that the individual cannot communicate, with or without accommodations, a desire to participate in the voting process; or

(C) has been convicted of buying or selling votes.

Sec. 8-28. Registration with the Board.

If an individual is not registered to vote with the State of Maryland in accordance with the State Election Article and the provisions of this Article, an individual may still be entitled to cast a ballot in a Rockville municipal election if the individual:

(1) Resides within the corporate boundaries of the City on the day such individual casts a ballot in a Rockville municipal election;

(2) Is, in accordance with the Charter, at least [16 /18] years of age on the day such individual casts a ballot in a Rockville municipal election; and either

(3) registers to vote in City Hall with the City Clerk/Director of Council Operations, on behalf of the Board, in accordance with administrative policies and procedures promulgated by the Board; or

(4) registers to vote at a Rockville vote center on the day of a Rockville municipal election in accordance with administrative policies and procedures promulgated by the Board.

Sec. 8-29. Voter registries.

(a) County administered voter registry. In accordance with the State Election Article:

(1) the Montgomery County Board of Elections shall work with the Board to develop a plan and a schedule for the provision of County administered voter registries for Rockville municipal elections; and

(2) the Board shall request, and the Montgomery County Board of Elections shall provide at no cost, the County administered voter registries prepared in compliance with the plans and schedules established.

(b) City administered supplemental voter registry. The City Clerk/Director of Council Operations shall establish and maintain a City administered supplemental voter registry containing the names and address of those individuals who are not registered to vote with the State of Maryland, but who are registered to vote with the City and are entitled to vote in Rockville municipal elections.

Sec. 8-30. Challenges; Appeals.

(a) Challenges to the registration of any individual on the County administered voter registry shall be filed with the Montgomery County Board of Elections, in accordance with Montgomery County Board of Elections' policies and procedures.

(b) Challenges to the registration of any individual on the City administered supplemental voter registry shall be filed with the Board, in accordance with the Board's administrative policies and procedures.

(c) If an individual shall feel aggrieved by the action of the Board in refusing to register the individual or in striking off the name of any individual off the City administered supplemental voter registry, or by any other action, such individual may appeal to the Circuit Court for Montgomery County. Such appeal must be filed within three (3) days of the date of the decision of the Board and may thereafter be further appealed to the appellate courts of Maryland pursuant to the Maryland Rules of Procedure.

Secs 8-31—8-35. Reserved

ARTICLE IV. - CANDIDATES

Sec. 8-36. Eligibility.

(a) Candidates for mayor. An individual is eligible to become a candidate and have their name placed on a ballot for the office of Mayor if the individual:

(1) is registered to vote in the next Rockville municipal election in accordance with Article III of this Chapter;

(2) will be at least [16 /18] years of age on or before the day of the Rockville municipal election in which the individual will be a candidate; and

(3) will have resided within the corporate limits of the City for at least one year immediately preceding the day of the Rockville municipal election in which the individual will be a candidate.

(b) Candidates for city council. An individual is eligible to become a candidate and have their name placed on a ballot for Council if the individual:

(1) is registered to vote in the next Rockville municipal election in accordance with Article III of this Chapter;

(2) will be at least [16 /18] years of age on or before the day of the Rockville municipal election in which the individual will be a candidate; and

(3) will have resided within the corporate limits of the City for at least one year immediately preceding the day of the Rockville municipal election in which the individual will be a candidate.

Sec. 8-37. Candidacy for more than one office.

An eligible individual simultaneously may not be a candidate for more than one Rockville elected office.

Sec. 8-38. Rockville nominating petition

(a) An eligible individual may become a candidate and have their name placed on a ballot for a Rockville elected office only if:

(1) the eligible individual, or authorized agent of such individual, files a Rockville nominating petition with the City Clerk/Director of Council Operations in accordance with subsection (b) of this section, and the Board, upon determining that the Rockville nominating petition satisfies all of the Board's requirements, accepts such petition;

(2) the eligible individual, or authorized agent of such individual, establishes, or causes to be established, an authorized candidate campaign committee in accordance with §8-80 of this Chapter; and

(3) the eligible individual does not file a certificate of withdrawal in accordance with subsection (f) of this Section.

(b) Filing. An eligible individual, or an authorized agent of such individual, must, on a form prescribed by the Board, in accordance with the administrative policies and procedures promulgated by the Board, file under oath a Rockville nominating petition with the City Clerk/Director of Council Operations that has been signed by at least 100 registered Rockville eligible voters. The Rockville nominating petition shall include:

- (1) the name of the individual seeking to be a candidate;
- (2) a statement of the Rockville elected office to which election is sought;
- (3) a statement that the signors request that the name of the individual seeking to be a candidate be placed on the ballot; and
- (4) any other additional information that may be prescribed, from time to time, by the Board.

(c) The Rockville nominating petition shall be accompanied by a copy of all of the requisite statements filed with the Rockville Ethics Commission in accordance with §16-63 of the City Code, and such other forms and certificates as may be required by the Board.

(d) Individuals are not permitted to use nicknames, titles, degrees or other professional designations on a Rockville nominating petition.

(e) Filing deadline. A Rockville nominating petition must be filed with the City Clerk/Director of Council Operations, on behalf of the Board, not later than 5 p.m. at least 60 calendar days preceding the day of the Rockville municipal election in which the individual will be a candidate.

(f) Withdrawal of Rockville nominating petition.

(1) An individual who has filed a Rockville nominating petition in accordance with this Section, and such Rockville nominating petition has been accepted by the Board, may withdraw their candidacy by filing a certificate of withdrawal with the City Clerk/Director of Council Operations, on behalf of the Board, at least 55 calendar days preceding a Rockville municipal election.

(2) If a certificate of withdrawal is filed under this Section, the Rockville nominating petition to which the certificate of withdrawal relates is void and the name of the individual withdrawing will not be printed upon the ballots to be used in the Rockville municipal election unless the individual files a new Rockville nominating petition within the time limit prescribed for filing.

Sec. 8-39. City employees as candidates.

(a) In accordance with State law, City employees, including City employees who either seek to qualify as a candidate or qualifies as a candidate, may not engage in political activity while on the job during working hours.

(b) Any City employee who gains City elective office shall resign their position of employment with the City upon the assumption of office.

Sec. 8-40. Write-in candidates.

Write-in candidates are permitted in Rockville municipal elections in accordance with the administrative policies and procedures promulgated by the Board.

Secs 8-41—8-45. Reserved

ARTICLE V. – ROCKVILLE MUNICIPAL ELECTIONS

Sec. 8-46. In general.

(a) Conduct and uniformity of elections.

(1) Under the general supervision of the Board, Rockville municipal elections shall be conducted in accordance with the Charter, this Chapter, and the administrative policies and procedures promulgated by the Board.

(2) Except where it would be inappropriate, or as otherwise provided in this Chapter, the electoral process for Rockville municipal elections shall be uniform.

(b) Emergencies.

(1) In the event that a local state of emergency, declared by the Mayor and Council in accordance with the provisions of law, interferes with the Rockville municipal electoral process, the emergency ordinance may:

(A) provide for the postponement, until a specific date, of a Rockville municipal election;

(B) specify alternate Rockville vote centers; or

(C) specify alternate Rockville municipal voting systems.

(2) The Board shall develop administrative policies and procedures for all other emergencies that interfere with the Rockville municipal process.

(c) Notices.

In accordance with the Charter, the Board shall give at least one months' notice for every Rockville municipal election by an advertisement published at least four times during the period of such notice in at least one newspaper of general circulation in the City and by posting notice thereof during such period in some public place or places on the City. The Board shall promulgate administrative policies and procedures to provide for the requisite notices for each Rockville municipal election.

Sec. 8-47. Rockville municipal general elections.

(a) In accordance with Article III, Section 4 of the Charter, on the next Tuesday after the first Monday in the month of November in every fourth year beginning in the year 2015, Rockville eligible voters shall elect one individual as mayor and six individuals as councilmembers to serve for terms of four years.

[(b) Beginning in the year 20____, any individual elected to serve as mayor, and any individual elected to serve a councilmember shall not be permitted to serve more than _____ (____) consecutive terms of four years.]

[(c) In accordance with future amendments to the Charter, this Chapter, and administrative policies and procedures promulgated by the Board, beginning in the year [2031], the City shall provide for the election of [two] councilmembers in at-large elections and the election of [four] councilmembers in City council district elections.]

Sec. 8-48. Rockville municipal special elections.

(a) In accordance with Article III, Section 5 of the Charter, the Mayor and Council shall, by adoption of an ordinance, specify the date for a Rockville municipal special election at which Rockville eligible voters shall vote to elect a candidate to serve the remainder of the unexpired term of a member of the Mayor and Council who, by reason of death, resignation, removal from the City or otherwise, vacates their seat on the Mayor and Council.

(b) In accordance with Article V, Section 3 of the Charter, the Mayor and Council may, by adoption of a resolution, specify the date and the hours for a Rockville municipal special election at which Rockville eligible voters shall vote on the proposed amendment or amendments to the Charter. The date of the Rockville municipal special election must be within a period of not less than 40 days nor more than 60 days after adoption of the resolution.

Sec. 8-49. Rockville municipal recall elections.

In accordance with Article III, Section 6.d. of the Charter, the Mayor and Council shall, upon receipt of a certificate from the City Clerk/Director of Council Operations certifying that a recall petition is sufficient, order a Rockville municipal recall election to be held on a date not less than 30 days nor more than 45 days from the date of the certificate; provided, however, that if any other Rockville municipal election is to occur within 60 days from the date of the City Clerk's certificate, the Mayor and Council may, at its discretion, postpone the holding of the Rockville municipal recall election to the date of such other Rockville municipal election.

Secs 8-50—8-55. Reserved

ARTICLE VI. –VOTING

Sec. 8-56. Rockville municipal voting system.

(a) The Board shall select a Rockville municipal voting system for Rockville municipal elections. The Rockville municipal voting system selected by the Board must:

- (1) protect the secrecy of the ballot;

- (2) protect the security of the voting process;
- (3) count and record all votes accurately;
- (4) accommodate any ballot used under this Chapter;
- (5) protect all other rights of Rockville eligible voters and candidates;
- (6) be capable of creating a paper record of all votes cast in order that an audit trail is available in the event of a recount, including a manual recount; and
- (7) comply with both the American with Disabilities Act, P.L. 101-336, and the Help America Vote Act, P.L. 107-252, including accessibility standards adopted as part of the Voluntary Voting System Guidelines pursuant to the Help America Vote Act.

(b) The City Clerk/Director of Council Operations and the Department of Procurement, on behalf of the Board, shall work in conjunction to procure the Rockville municipal voting systems selected by the Board.

Sec. 8-57. Ballots – in general.

- (a) Voting by ballot required for Rockville municipal elections.
 - (1) In any Rockville municipal election conducted under this Chapter:
 - (A) all voting shall be by ballot; and
 - (B) only votes cast on a ballot may be counted.
 - (2) All ballots shall comply with the provisions of this Article.
 - (3) A ballot may not be used for any purpose not authorized by this Chapter.
- (b) Ballot standards. Each ballot shall:
 - (1) be easily understandable by Rockville eligible voters;
 - (2) present all candidates and ballot questions in a fair and nondiscriminatory manner;
 - (3) permit Rockville eligible voters to easily record a vote for the candidates of their choice and in response to ballot questions;.
 - (4) protect the secrecy of Rockville eligible voters' votes; and
 - (5) facilitate the accurate tabulation of the votes of Rockville eligible voters.
- (c) Ballot preparation – Board responsibility.

(1) The Board shall be responsible for the content and the arrangement of each ballot to be used in Rockville municipal elections, including the placement of candidate names and ballot questions (if any), and other material on the ballot, in accordance with the Board's administrative policies and procedures.

(2) Notwithstanding subsection (c)(1), above, in accordance with Board administrative policies and procedures, the placement of candidate names on ballots must be arranged by office in a randomized order.

(d) Ballot accountability.

The Board shall establish and maintain a system to account for, and maintain control over, the ballots from the beginning of production through postelection storage and disposition.

(e) Ballot questions.

(1) Charter amendment questions shall be placed on a Rockville municipal election ballot if a petition to amend the Charter, submitted to the Mayor and Council by the requisite number of Rockville eligible voters, complies with the requirements of Article V, Section 3 of the Charter.

(2) Advisory referendum questions shall be placed on a Rockville municipal general election ballot if, on or before the first Tuesday in August preceding a Rockville municipal general election, the Mayor and Council adopts a resolution approving such advisory referendum questions. The results of such referendum shall be advisory only and shall not be binding upon the Mayor and Council.

(f) Administrative policies and procedures.

The Board shall promulgate administrative policies and procedures for ballots, including ballot production, ballot security, and storage and retention of ballots following canvass and certification.

(g) Use, distribution, possession, or reproduction of unauthorized ballots prohibited.

(1) A person may not use, distribute, possess, print, or reproduce a ballot for a Rockville municipal election other than as authorized in this Chapter.

(2) A person who violates the provisions of subsection (a) of this section shall be subject to the penalties provided in Article VIII of this Chapter.

Sec. 8-58. Ballots – distribution.

(a) Mailing of ballot. In accordance with the administrative policies and procedures promulgated by the Board, the City Clerk/Director of Council Operations shall mail by nonforwardable mail a vote-by-mail ballot to each registered voter who is eligible to vote in the next Rockville municipal election.

(b) Envelope and oath.

(1) Vote-by-mail ballots mailed in accordance with subsection (a) of this Section shall be enclosed in an inner envelope designated the “ballot/return envelope,” which shall be enclosed in an outer envelope designated the “outgoing envelope” that is addressed to the registered voter. The form and content of the ballot/return envelope and the outgoing envelope shall be prescribed by the Board.

(2) Each outgoing envelope shall include a statement, prominently placed, requesting that the recipient return the ballot to the Board if the intended recipient no longer lives at that address. Each ballot/return envelope shall include prepaid postage, and an oath, prescribed by the Board.

(c) Instructions. All vote-by-mail ballots mailed in accordance with subsection (a) of this Section shall be accompanied by instructions, prescribed by the Board, for marking and returning the ballot.

(d) Replacement vote-by-mail ballots. In accordance with the administrative policies and procedures promulgated by the Board, the City Clerk/Director of Council Operations, on behalf of the Board, shall issue a replacement vote-by-mail ballot to each registered voter who is eligible to vote in the next Rockville municipal election if the City Clerk/Director of Council Operations has reasonable grounds to believe that the vote-by-mail ballot that was previously mailed to the voter has been lost, destroyed, spoiled, or not received.

Sec. 8-59. Submission of vote-by-mail ballots.

(a) Each registered voter who is eligible to vote in a Rockville municipal election may submit to the Board the vote-by-mail ballot distributed to them in accordance with §8-58 of this Chapter in a signed ballot/return envelope either:

- (1) by mail;
- (2) in person to the City Clerk/Director of Council Operations at City Hall during regular office hours;
- (3) through a ballot drop box; or
- (4) in person at a Rockville vote center on the day of the Rockville municipal election.

(b) Timeliness.

(1) A ballot is considered timely and may be counted if the ballot:

(A) is returned in person to the City Clerk/Director of Council Operations at City Hall by the voter no later than 5 p.m. on the day of a Rockville municipal election;

(B) is returned in person to a Rockville vote center by the voter no later than 8

p.m. on the day of a Rockville municipal election;

(C) is returned by the voter through a ballot drop box no later than 8 p.m. on the day of a Rockville municipal election; or

(D)(i) is received by mail by the Board no later than 5 p.m. on the first Thursday after a Rockville municipal election; and

(ii) was mailed on or before the Rockville municipal election day, as verified:

1. by a postmark; or

2. if the return envelope does not contain a postmark or the postmark is illegible, by the voter's affidavit that the ballot was mailed on or before election day.

(2) A ballot that does not meet the requirements of subsection (d)(1) of this Section is not timely and may not be counted.

Sec. 8-60. Vote centers.

(a) The Board shall, subject to the approval of the Mayor and Council, provide a suitable place or places within the City to serve as Rockville vote centers for each Rockville municipal election.

(b) Each Rockville vote center shall:

(1) provide an environment that is suitable to the proper conduct of an election;

(2) except as authorized in subsection (c) of this Section, be in a public building;

(3) whenever practicable, be selected and arranged to avoid architectural and other barriers that impede access or voting by elderly and physically disabled voters.

(c)(1) If suitable space in a public building is not available, the Board may pay a reasonable fee for the use of space in a privately owned building.

(2) A Rockville vote center may not be located in a privately owned building unless the owner of the building agrees to:

(A) allow electioneering on the premises up to the electioneering boundary established under §8-63 of this Article; and

(B) allow campaign signs on the premises, at a minimum, from 5 p.m. the day immediately preceding election day until 8 a.m. on the day immediately following election day.

(d) Rockville vote centers for all Rockville municipal elections shall be opened from seven o'clock (7:00) A.M. and remain open until all registered voters who are in line to vote by eight o'clock (8:00) P.M. have had an opportunity to vote.

(e) The Board shall provide election judges with detailed procedures for the closing of the Rockville vote centers.

Sec. 8-61. Election judges.

(a) Appointment and qualifications.

(1) *Appointment.* The Board shall provide at least three election judges to serve as the staff for each Rockville vote center.

(2) *Qualifications.* An election judge shall:

(A) be registered to vote in the next Rockville municipal election;

(B) be able to speak, read, and write the English language;

(C) not be engaged in any partisan or political activity related to a Rockville municipal election in which the individual will serve as an election judge, including serving as a (i) candidate for a Rockville elected office or (ii) treasurer or campaign chairperson for a campaign committee.

(3) The Board may adopt guidelines consistent with the provisions of this Article for the determination of the qualifications and training of individuals considered for appointment and the process of appointment as election judges.

(b) Oath. Each election judge shall be required to take the oath prescribed by Article I, § 9, of the Maryland Constitution before entering on the performance of the judge's official duties.

(c) Training of election judges. The Board shall:

(1) develop a training manual for election judges; and

(2) oversee the implementation of the training.

(d) Authority and duties.

(1) Under the supervision of the Board, an election judge shall:

(A) carry out the tasks assigned by the Board, including those set forth in any election judge instruction manual developed in accordance with subsection (c) of this Section, during the period of time that begins before the Rockville municipal election through the close of the Rockville vote centers and the return of materials to the Board; and

(B) take measures throughout election day to ensure that:

(i) each voter's right to cast a ballot in privacy is maintained;

(ii) the integrity of the voting process is preserved;

- (iii) order in the Rockville vote center is maintained; and
- (iv) all election laws are observed.

(2) While serving as an election judge on an election day, an election judge shall wear a badge that:

- (i) is in plain view; and
- (ii) identifies the individual as an election judge.

(3) An election judge shall:

- (i) keep the peace; and
- (ii) report to a police officer any person who breaches the peace, breaches any provision of this Article, or interferes with the work of the judges in conducting the Rockville municipal election and carrying out their assigned tasks.

(4) An election judge shall protect a challenger or watcher in the exercise of the rights of a challenger or watcher.

(e) Compensation. The compensation of election judges shall be fixed from time to time by the Mayor and Council.

(f) Appeals. The decisions of election judges with respect to an individual desiring to vote can be appealed to the Board during the open hours of the Rockville vote centers. The Board shall be available during at least the last hour of each Rockville municipal election day for the purpose of hearing such appeals.

(g) Removal of an election judge.

(1) The Board shall investigate promptly each complaint it receives regarding the fitness, qualification, or performance of an individual appointed to be an election judge.

(2) The Board shall remove any election judge who is unfit or incompetent for the office.

Sec. 8-62. Challengers and watchers.

(a) In accordance with Board administrative policies and procedures, members of the public who are registered with the City Clerk/Director of Council Operations shall have the right to serve as challengers or watchers at each place of registration and election.

(b) A challenger or watcher has the right to:

- (1) enter the Rockville vote center one-half hour before the polls open;
- (2) enter or be present at the Rockville vote center at any time when the polls are open;

(3) remain in the Rockville vote center until the completion of all tasks associated with the close of the polls and the election judges leave the Rockville vote center;

(4) maintain a list of registered voters who have voted, or individuals who have cast provisional ballots, and take the list outside of the Rockville vote center; and

(5) enter and leave a Rockville vote center for the purpose of taking outside of the Rockville vote center information that identifies registered voters who have cast ballots or individuals who have cast provisional ballots.

(c)(1)(i) A certificate signed by the City Clerk/Director of Council Operations shall be sufficient evidence of the right of a challenger or watcher to be present at a place of registration and election.

(ii) The Board shall prescribe a certificate that shall be supplied to the challenger or watcher.

(2) A challenger or watcher shall be positioned near the election judges so that the challenger or watcher may see and hear each individual as the individual offers to vote.

(d)(1) A challenger or watcher may not attempt to:

(i) ascertain how a voter voted or intends to vote;

(ii) converse in the Rockville vote center with any voter;

(iii) assist any voter in voting; or

(iv) physically handle an original election document.

(2) An election judge may eject a challenger or watcher who violates the prohibitions under paragraph (1) of this subsection.

Sec. 8-63. Electioneering.

(a) Electioneering boundaries. An individual may not canvass, electioneer, or post any campaign material in a Rockville vote center or within a line, established by the Board through the posting of signs, that is as practicable to 50 feet from the entrance and exit of a building where ballots are cast or within 50 feet of a ballot drop box that is located outside. The Board may modify the 50-foot requirement to accommodate unusual sites and/or weather conditions in accordance with its administrative policies and procedures.

(b) Campaign paraphernalia. Except as otherwise provided in this subsection, a voter may wear into the Rockville vote center a button, shirt, hat or other article of clothing with a campaign message on it. A poll watcher may not wear such campaign paraphernalia in the Rockville vote center. An election judge or any other person who is authorized to remain in or near a Rockville vote center for an extended period of time may not wear campaign paraphernalia while inside the Rockville vote center or within the electioneering boundary.

Sec. 8-64. Provisional voting.

(a) Requirements for casting a provisional ballot.

(1) If an individual is eligible under subsection (2) of this subsection, in accordance with administrative policies and procedures of the Board, the individual shall be issued and may cast a provisional ballot at a Rockville vote center on election day.

(2) An individual is eligible to cast a provisional ballot if:

(A) the individual's name does not appear on the County administered voter registry or the City administered supplemental voter registry;

(B) the individual does not have the necessary identification;

(C) an election judge asserts that the individual is not eligible to vote in accordance with the Board's administrative policies, procedures, and guidelines; or

(D) The individual votes during a period covered by a court order or other order extending the time for closing the Rockville vote center. A provisional ballot cast under this paragraph shall be separated and held apart from other provisional ballots cast by those not affected by the order.

(b) Application for provisional ballot. Before an individual casts a provisional ballot, the individual shall complete and sign the provisional ballot application prescribed by the Board:

(c) Instructions and special envelopes for provisional ballots.

(1) A provisional ballot shall be accompanied by instructions, prescribed by the Board, for marking and returning the ballot.

(2) When voted, a provisional ballot shall be enclosed in an envelope designated "provisional ballot/return envelope".

(d) Recordkeeping. The Board shall maintain a full record of provisional ballot voting in the City, including for each voter who votes using a provisional ballot.

(e) Guidelines for provisional voting.

(1) The Board shall establish guidelines for the administration of provisional ballot voting in the City.

(2) The guidelines shall provide for:

(A) the provisional ballot application process;

(B) ballot security, including storage of returned ballots;

(C) the canvass process;

(D) notice of the canvass to candidates, campaign organizations, news media, and the general public;

(E) observers of the process;

(F) review of ballots and envelopes submitted for compliance with the law and for machine tabulation acceptability;

(G) standards for disallowance of ballots during the canvass;

(H) storage and retention of ballots following canvass and certification.

Sec. 8-65. Canvassing of ballots.

The Board shall promulgate all administrative policies, procedures, forms and templates necessary for its supervision and administration:

- (1) the canvassing of vote-by-mail ballots;
- (2) the canvassing of provisional ballots;
- (3) the public observation of the canvassing of ballots; and
- (4) the custody and security of documents and records related to the canvassing of ballots.

Sec. 8-66. Election results.

(a) Unofficial election results. Immediately following the closing of the Rockville vote centers for a Rockville municipal election, in accordance with the administrative policies and procedures promulgated by the Board, the Board shall:

- (1) administer and supervise canvassing of the vote-by-mail ballots;
- (2) administer and supervise the tabulation of the vote-by-mail ballots;
- (3) verify the accuracy of the vote-by-mail ballot tabulation; and
- (4) determine and announce the unofficial results of the Rockville municipal election.

(b) Preliminary official election results. By no later than 6 p.m. on the Thursday following a Rockville municipal election, in accordance with the administrative policies and procedures promulgated by the Board, the Board shall:

- (1) administer and supervise canvassing of the vote-by-mail ballots received by the City Clerk/Director of Council Operations;
- (2) administer and supervise final canvassing of the provisional ballots;

(3) administer and supervise the tabulation of the provisional ballots and the vote-by-mail ballots received by the City Clerk/Director of Council Operations in accordance with §8-59(b)(1)(D) of this Chapter;

(4) verify the accuracy of the provisional ballot tabulation and the vote-by-mail tabulation;

(5) determine and announce the preliminary official results of the Rockville municipal election.

(c) Challenges to the election results.

(1) A candidate for mayor or councilmember may challenge the preliminary official election results if such results show that the candidate has lost an election by a margin of one-half (½) percent or less. The challenge must be made in writing to the Board within forty-eight (48) hours of the initial announcement of the preliminary official election results.

(2) If a candidate challenges preliminary official election results in accordance with subsection (c)(1), above, the Board must conduct a recount of the ballots in accordance with the administrative policies and procedures promulgated by the Board.

(3) The Board must announce the results of any recount conducted under this subsection (c) within five (5) days of receipt of a challenge.

(d) Tie votes.

(1) If, at the conclusion of a Rockville municipal election:

(A) two or more candidates with the highest number of votes for the office of Mayor have an equal number of votes, or

(B) two or more candidates with the sixth highest number of votes for Council have an equal number of votes;

then the Board shall proceed publicly to determine by lot which of the candidates shall be declared elected.

(2) Reasonable notice shall be given to such candidates of the time when such elections shall be so determined; and if they, or either of them, shall fail to appear in accordance with such notice, the Board shall proceed so as to determine the election in their absence.

(e) Final official election results. Within seven (7) calendar days after a Rockville municipal election, the Board must resolve all challenges and certify the final official election results for the election. After receiving the certified results, the City Clerk must record the results in the minutes of the Mayor and Council, post the results at City Hall, and cause the results to be announced on the City cable television channel and the City's website.

(f) Publication of election results by the State.

(1) In accordance with State law, within 30 days after the results of a Rockville municipal election has been certified by the Board, the City Clerk/Director of Council Operations shall submit to the State Board an electronic copy of the certified election results or each office or question voted on at the Rockville municipal election, including:

(A) vote totals for each office or question reported separately by each of the following voting methods, if applicable:

- (i) mail-in-voting or vote-by-mail;
- (ii) provisional voting; and
- (iii) in-person election day voting.

(2) In accordance with State law, the State Board shall, immediately after the City Clerk/Director of Council Operations submits the City's election results, publish the election results on the State Board's website.

Sec. 8-67. Preservation of ballots.

All ballots, ballot envelopes, official voting tallies, and certifications for a Rockville municipal election shall be preserved by the Board for at least six months from the date of the election in accordance with the administrative policies and procedures promulgated by the Board

[Sec. 8-68. Rank choice voting.

Beginning in the year 2031, elections for councilmembers and the mayor shall be conducted using a ranked voting method in accordance with the administrative policies and procedures promulgated by the Board.]

Secs 8-69—8-75. Reserved

ARTICLE VII. – CAMPAIGNS

Sec. 8-76. Purpose.

The purpose of this Article VII is to inspire public confidence and trust in Rockville municipal elections by ensuring that campaign activities, including the disclosure of campaign contributions and expenditures are made available for public inspection.

Sec. 8-77. Applicability.

The provisions of this Article VII apply to all Rockville municipal elections held in accordance with this Chapter.

Sec. 8-78. Summary of Article VII and sample forms.

(a)(1) The Board shall prepare a detailed summary of this Article and provide for distribution of the summary.

(2) When a Rockville nominating petition is filed, the City Clerk/Director of Council Operations shall, on behalf of the Board, provide the candidate with:

(A) a copy of the Board's detailed summary of this Article VII;

(B) a copy of this Article VII; and

(C) a copy of each form the candidate is required to file under this Article VII.

DIVISION 1. – CAMPAIGN FINANCE ORGANIZATION AND ACTIVITY

Sec. 8-79. Campaign finance entity required to conduct campaign finance activities.

(a) Unless otherwise expressly authorized by law, all campaign finance activity for a Rockville municipal election under this Chapter shall be conducted through a campaign finance entity.

(b) An individual may not become a candidate and have their name placed on a ballot for a Rockville elected office until the individual establishes an authorized candidate campaign committee.

Sec. 8-80. Campaign committee - establish

(a) A campaign committee may not receive or disburse money or any other thing of value unless the campaign committee is established in accordance with the requirements of this section.

(b) To establish a campaign committee:

(1) A treasurer and a chairperson shall be appointed on a form that the Board prescribes and that is signed by the treasurer and a chairperson and includes:

(A) the name of the campaign committee;

(B) the residence addresses of the treasurer and a chairperson;

(C) if the treasurer and a chairperson affirmatively consent to receiving notice under this Chapter only by electronic mail, the electronic mail address of the treasurer and a chairperson; and

(D) a statement of purpose which shall specify each candidate or ballot question, if any, that the campaign committee was formed to promote or defeat.

(2) The form shall be filed with the City Clerk/Director of Council Operations, on behalf of the Board.

(c) A campaign committee may not use a name that is intended or operates to deceive people as to the campaign committee's true nature or character. A campaign committee

established by or for a single candidate shall disclose within the campaign committee's name the name of the candidate.

(d) A change in the information reported under this section shall be disclosed in the campaign finance report next filed by the campaign committee.

Sec. 8-81. Campaign committee – treasurer and chairperson

(a) Qualifications and eligibility.

(1) Each treasurer shall be a registered voter of Montgomery County;

(2) Each chairperson shall be a registered voter of Montgomery County, and either a resident of the City or have a business address in the City.

(2) A candidate may not act as the treasurer of a campaign committee.

(b) Joint and several liability. Each treasurer and chairperson of a campaign committee are jointly and severally responsible for:

(1) filing all campaign finance reports in full and accurate detail; and

(2) except as otherwise provided in this Chapter, all other actions of the campaign committee.

(c) Control of contributions and expenditures by treasurer.

(1) All assets received by or on behalf of a campaign committee shall be:

(A) delivered to the treasurer; and

(B) maintained by the treasurer for the purposes of the campaign committee.

(2)(A) Assets of a campaign committee may be disbursed only:

(i) if they have passed through the hands of the treasurer; and

(ii) in accordance with the purposes of the campaign committee.

(B) Subject to §8-82(c) below and except as provided in paragraph (C) of this subsection, the treasurer shall approve all disbursements for the campaign committee.

(C)(i) If the treasurer of a campaign committee is temporarily unable to perform the duties of the office, the chairperson of the campaign committee may approve a disbursement on behalf of the campaign committee in the same manner as the treasurer.

(ii) If the chairperson approves a disbursement under this subsection, within 7 days after approving the disbursement, the chairperson shall submit a report to the treasurer for the account book of the campaign committee, including:

- chairperson;
1. a statement of the expenditure approved under the authority of the
 2. the name and address of the person to whom the expenditure was made;
 3. the purpose for which the expenditure was made; and
 4. a copy of the receipt for the expenditure that was made.

(iii) A chairperson who is a candidate may not approve a disbursement for a campaign committee.

(d) Notice. Notice shall be provided to a campaign committee by serving the treasurer and chairperson.

(e) Address change. The chairperson or treasurer of a campaign committee shall notify the Board of a change in the residence address or electronic mail address of the chairperson or treasurer, as applicable, no later than 21 days before the day on which the campaign committee's next campaign finance report is due under Division 3 of this Article.

(f) Resignation and vacancy.

(1) A chairperson or treasurer of a campaign committee may resign by completing a resignation form that the Board prescribes and filing the form with the City Clerk/Director of Council Operations, on behalf of the Board.

(2) If a vacancy occurs in the office of chairperson or the office of treasurer, the campaign committee shall promptly appoint a new chairperson or treasurer in accordance with this Article.

(3) A campaign committee may not receive or disburse money or any other thing of value if there is a vacancy in the office of chairperson or the office of treasurer.

Sec. 8-82. Campaign account.

(a)(1) Each campaign committee shall establish and designate one or more campaign accounts in a financial institution.

(2) Each designated campaign account must be registered in a manner that identifies it as the account of a campaign committee.

(3) A campaign committee shall deposit all funds received in a designated campaign account.

(b) Subject to subsection (c) of this Section, a campaign committee may not directly or indirectly make a disbursement except from a campaign account designated under subsection (a) of this Section.

(c) Petty cash fund.

- (1) A campaign committee may maintain a petty cash fund.
- (2) The campaign committee shall maintain a separate account book for the petty cash fund.
- (3) The petty cash fund:
 - (A) may not exceed \$250 at any time; and
 - (B) may be replenished only by check from a campaign account designated under subsection (a) of this section.
- (4) Not more than \$25 may be disbursed from the petty cash fund to a single recipient.
- (5) Each petty cash expenditure shall be supported by a receipt and reported by category on the appropriate campaign finance report.
- (6) This subsection does not authorize an expenditure that otherwise is unlawful under this article.
 - (d) A campaign committee may make a disbursement only by check, debit card, or an electronic method that the Board authorizes by administrative policy or procedure.
 - (e) Each expenditure made from a campaign account shall be supported by a receipt.
 - (f) Within 30 days after filing a campaign finance report with the City Clerk/Director of Council Operations, on behalf of the Board, the treasurer of an authorized candidate campaign committee shall provide both the candidate and the chairperson with a copy of the most recent bank statement for the campaign account.

Sec. 8-83. Account books and records.

- (a)(1) The treasurer of a campaign committee shall keep a detailed and accurate account book of all assets received, expenditures made, and obligations incurred by or on behalf of the entity.
 - (2) As to each asset received or expenditure made, the account book shall state:
 - (A) its amount or value;
 - (B) the date of the receipt or expenditure;
 - (C) the name and address of the person from whom the asset was received or to whom the expenditure was made; and
 - (D) a description of the asset received or the purpose for which the expenditure was made, including the check number. Electronic payments must be able to be verified by the date, payee, and the amount of the transaction.

(b) The account books and related records of a campaign committee shall be preserved until 2 years after the campaign committee files a final campaign finance report under Division 3 of this Article.

Sec. 8-84. Joining a slate.

(a)(1) To join a slate, a candidate shall file a written notice with the Board.

(2) The notice shall specify:

(A) the name of the slate that the candidate has joined; and

(B) the date on which the candidate joined the slate.

(b) A candidate may join a slate or continue as a member of a slate only if:

(1) the candidate has filed a Rockville nominating petition; or

(2)(A) the candidate is an incumbent officeholder; and

(B) the deadline for filing a Rockville nominating petition for the office the candidate holds has not passed.

Sec. 8-85. Requirements for out-of-state campaign committees.

(a) In this section, “out-of-state campaign committee” means a nonfederal campaign committee organized under the law of another state.

(b)(1) An out-of-state campaign committee shall register with the Board on a form that the Board prescribes within 48 hours after directly or indirectly making transfers in a cumulative amount of \$ [REDACTED] or more in an election cycle to one or more campaign finance entities organized under §8-80 of this Division.

(2) The registration form the Board prescribes shall require an out-of-state campaign committee to designate the election year in which the committee is participating.

(c) After registering with the Board, an out-of-state campaign committee shall file reports with the Board for the election year in which the committee is participating on or before each date that a campaign committee of a candidate is required to file a campaign finance report under Division 3 of this Article.

(d) The reports under subsection (c) of this section shall:

(1) disclose all expenditures made in the City by the out-of-state campaign committee:

(A) from the beginning of the election cycle in the case of the first report filed by the out-of-state campaign committee; or

(B) during the applicable reporting period under Division 3 of this Article for each

subsequent report filed by the out-of-state campaign committee;

(2) describe how to access the campaign finance reports filed by the out-of-state campaign committee in the state where the committee is registered and files the reports; and

(3) be filed in the manner and subject to the sanctions provided in this Chapter.

DIVISION 2. – CAMPAIGN CONTRIBUTIONS AND EXPENDITURES.

Sec. 8-86. Contribution requirements.

Except as otherwise provided by law, contributions to campaign committees may be made only in accordance with this Division 2 of this Article.

Sec. 8-87. Contribution limits.

(a) A person may not, either directly or indirectly, in an election cycle make aggregate contributions of money or anything of value in excess of:

(1) \$1,000 to any one campaign finance entity; or

(2) \$ to all campaign finance entities.

(b)(1) In this subsection, “business entity” includes a corporation, a sole proprietorship, a general partnership, a limited partnership, a limited liability company, a real estate investment trust, or other entity.

(2) Contributions by two or more business entities shall be considered as being made by one contributor if:

(A) one business entity is a wholly owned subsidiary of another; or

(B) the business entities are owned or controlled by at least 51% of the same individuals or business entities.

(c)(1) The Board will recommend annual increases in the campaign contribution limits set forth in subsection (a) of this Section based on an increase in the Consumer Price Index for All Urban Consumers (CPI-U) for the Washington-Arlington-Alexandria Core Based Statistical Area as published by the United States Department of Labor, Bureau of Labor Statistics or any successor index, for the preceding calendar year.

(2) When the campaign contribution limit is increased after such a recommendation pursuant to this subsection, the contribution limit shall be rounded to the nearest increment of twenty-five dollars (\$25.00).

(d) No candidate shall accept any contribution in excess of twenty-five dollars (\$25.00) in cash unless the contribution is made by check, money order, or other written or electronic instruments.

(e) The limits on contributions in this section do not apply to those contributions defined as transfers.

Sec. 8-88. Use of personal funds by candidate or candidate's spouse.

(a)(1) Contributions or loans to an authorized candidate campaign committee from the personal funds of the candidate or the candidate's spouse are not subject to the campaign contribution limits under §8-87 of this Division.

(2) Expenditures from personal funds by the candidate or the candidate's spouse for personal expenses of the candidate for filing fees, telecommunication services, travel, and food are not contributions.

(b) A contribution or loan to an authorized candidate campaign committee by the candidate or the candidate's spouse shall pass through the hands of the treasurer of the entity and be reported in accordance with Division 3 of this Article.

Sec. 8-89. Loans to campaign committees.

(a) A loan to a campaign committee is considered a contribution in the amount of the outstanding principal balance of the loan unless:

(1) the loan is from a financial institution;

(2) the loan is to an authorized candidate campaign committee and repayment of the loan is personally guaranteed by the candidate; or

(3) the loan is to a slate and repayment of the loan is personally guaranteed by all member candidates of the slate.

(b)(1) A loan may not be made to an authorized candidate campaign committee or a slate, or accepted on behalf of either entity, without the express written consent of the candidate or candidate members of the slate.

(2) The written consent of the candidate or candidate members of the slate constitutes the personal guarantee of the candidate or candidate members of the slate for repayment of the loan only if the document expressly so provides.

(3) A copy of the candidate's written consent shall be:

(A) furnished to the lender when the loan is made; and

(B) attached to the campaign finance report required of the entity under Division 3 of this Article for the reporting period during which the loan was made.

Sec. 8-90. Receipt of anonymous contributions.

If a campaign committee receives a contribution from an anonymous source, the campaign committee:

(A) may not use the contribution for any purpose; and

(B) shall remit the contribution to the City to help defray the expenses for Rockville municipal elections.

Sec. 8-91. Method of money contribution.

(a) A contribution of money may be made only by:

(1) check;

(2) credit card;

(3) cash, if the contribution does not exceed \$100 in an election cycle; or

(4) an electronic method that the Board authorizes by administrative policy and procedure.

(b) An electronic method of making a contribution that the Board authorizes under this Section shall ensure that:

(1) the identity of the person making the contribution may be verified;

(2) the transaction is secure; and

(3) there is an adequate record of the transaction.

Sec. 8-92. Campaign contribution receipts.

(a)(1) By the next deadline for filing a campaign finance report after receiving a contribution specified in paragraph (2) of this subsection, a treasurer shall issue a campaign contribution receipt on a form that the Board prescribes.

(2) A campaign contribution receipt shall be mailed or delivered to each person who makes one or more contributions in the cumulative amount of **\$51** or more.

(3) At the request of a contributor, a treasurer shall issue a campaign contribution receipt for any other contribution.

(4) A campaign contribution receipt issued under this Section is evidence of the contribution.

(b) The treasurer shall retain a duplicate copy of all campaign contribution receipts and report the information from a campaign contribution receipt in the campaign finance report filed by the treasurer under this Article.

Sec. 8-93. Right of individual to volunteer.

This Division 2 of this Article VII does not affect the right of an individual to volunteer

the individual's time or, for transportation incident to an election, personal vehicle.

Sec. 8-94. City funded entities.

An entity that at any time during an election cycle derives at least \$50,000 of its operating funds from the City may not make a contribution to any campaign finance entity during that election cycle.

Sec. 8-95. Transfer limits.

(a) In this section, a "campaign committee" includes a nonfederal out-of-state campaign committee.

(b) The limits on transfers set forth in subsection (c) of this section do not apply to a transfer:

(1) by the authorized candidate campaign committee of a member of a slate to a slate of which the candidate is a member; and

(2) by one authorized candidate campaign committee to another authorized candidate campaign committee

(c)(1) Subject to paragraph (2) of this subsection, during an election cycle, a campaign finance entity may not directly or indirectly make transfers in a cumulative amount of more than \$1,000 to any one other campaign finance entity.

(2) During an election cycle, a slate may not make transfers directly or indirectly to the authorized candidate campaign committee of any single member of the slate in a cumulative amount of more than \$.

(d) A transfer is not allowed if it is intended to conceal the source of the funds or the intended recipient.

Sec. 8-96. Transfers by political action committee to candidate.

A political action committee that makes a transfer to the campaign committee of a candidate or to a slate shall:

(1) display its official name, as filed with the Board under this Article, in a prominent place on the face of the check by which the funds are transferred; and

(2) include in a prominent place on the face of the check:

(A) the words "political action committee" or the notation "PAC", to indicate that the transferor is a political action committee; or

(B) if the political action committee is organized under Maryland law, the words "Maryland registered political action committee" or the notation "MD registered PAC" to indicate that the transferor is a Maryland political action committee.

Sec. 8-97. Coordinated expenditures

(a)(1) In this section the following words have the meanings indicated.

(2)(A) “Candidate” has the meaning stated in Section 8-4(m) of this Chapter.

(B) For purposes of this section, “candidate” includes a candidate, an authorized candidate campaign committee, a slate, and agents of a candidate, an authorized candidate campaign committee, or a slate.

(3) “Communication” includes social media interactions with a candidate.

(4)(A) “Coordinated expenditure” means a disbursement or an action to cause a disbursement that:

(i) promotes the success or defeat of a candidate or ballot question at a Rockville municipal election; and

(ii) is made in cooperation, consultation, understanding, agreement, or concert with, or at the request or suggestion of, the candidate or ballot committee that is the beneficiary of the disbursement.

(B) “Coordinated expenditure” includes a disbursement for any communication that republishes or disseminates, in whole or in part, a video, a photograph, audio footage, a written graphic, or any other form of campaign material prepared by the candidate or ballot committee that is the beneficiary of the disbursement.

(C) “Coordinated expenditure” does not include a disbursement for any communication that is not a public communication.

(5) “Coordinated spender” means a person that makes a disbursement to promote the success or defeat of a candidate or ballot question at a Rockville municipal election and for which one of the following applies:

(A) during the election cycle, the person was directly or indirectly formed or established by or at the request or suggestion of, or with the encouragement of, the candidate or ballot committee that is the beneficiary of the disbursement, including during the time before the individual became a candidate; or

(B) during the election cycle, the person is established, financed, directed, or managed by a member of the immediate family of the candidate who is the beneficiary of the disbursement, or the person or an agent of the person has had substantive discussions about the candidate’s campaign with a member of the immediate family of the candidate who is the beneficiary of the disbursement.

(6) “Disbursement” includes a deposit of money or a gift, a subscription, an advance, or other thing of value.

(7) “Donation” means a gift or transfer, or promise of gift or transfer, of money or other thing of value to a person.

(8) “Immediate family” has the meaning stated in [§ 9004\(e\) of the Internal Revenue Code of 1986](#).

(9)(A) “Person” includes an individual, a partnership, a campaign committee, an association, a corporation, a labor organization, and any other organization or group of persons.

(B) “Person” does not include a campaign committee that exclusively accepts contributions that are subject to the limits under §8-87 of this Division.

(10)(A) “Professional services” means any paid services in support of a political campaign, including advertising, message, strategy, policy, polling, communications development, allocation of campaign resources, fund-raising, and campaign operations.

(B) “Professional services” does not include accounting, legal, print, or mail services.

(11)(A) “Public communication” means a communication by means of any broadcast television or radio communication, cable television communication, satellite television or radio communication, newspaper, magazine, outdoor advertising facility, mass mailing, e-mail blast, text blast, qualifying paid digital communication, or telephone bank to the general public, or any other form of general public political advertising.

(B) “Public communication” does not include:

(i) a news story, a commentary, or an editorial disseminated by a broadcasting station, including a cable television operator, programmer, or producer, satellite television or radio provider, website, newspaper, magazine, or other periodical publication, including any Internet or electronic publication, that is not controlled by a candidate or ballot committee;

(ii) an internal membership communication by a business or other entity to its stockholders or members and executive and administrative personnel and their immediate families, or by a membership entity to its members, executive and administrative personnel and their immediate families; or

(iii) a candidate debate or forum.

(b)(1) A person may not:

(A) make a coordinated expenditure in excess of the limits established under §8-87 of this Division; or

(B) make a donation to a person for the purpose of furthering a coordinated expenditure in excess of the limits under §8-87 of this Division.

(2) A candidate or ballot committee may not, directly or indirectly, be the beneficiary of a coordinated expenditure in excess of the limits under §8-87 of this Division

(c) A person may not be considered to have made a coordinated expenditure solely on the grounds that the person or the person’s agent engaged in discussions or communications with a candidate regarding a position on a legislative or policy matter, provided that there is no communication between the person and the candidate regarding the candidate’s campaign advertising, message, strategy, polling, allocation of campaign resources, fund-raising, or other campaign activities.

(d) A person that makes a disbursement to promote the success or defeat of a candidate or ballot question at a Rockville municipal election is presumed to have made a coordinated expenditure if:

(1) the person is a coordinated spender with respect to the candidate or ballot committee that is the beneficiary of the disbursement;

(2) during the 18-month period preceding the disbursement, the person employs or retains a responsible officer of a campaign committee affiliated with the candidate or ballot committee that is the beneficiary of the disbursement;

(3) during the 18-month period preceding the disbursement, the person employs or retains a strategic political campaign, media, or fund-raising advisor or consultant of the candidate or political party that is the beneficiary of the disbursement; or

(4)(A) during the 18-month period preceding the disbursement, the person has retained the professional services of a vendor, an advisor, or a consultant that, during the election cycle, has provided professional services to the candidate or political party that is the beneficiary of the disbursement; and

(B) the vendor, advisor, or consultant has not established a firewall to restrict the sharing of strategic campaign information between individuals who are employed by or who are agents of the person and the candidate or political party that is the beneficiary of the disbursement.

(e) A person may rebut the presumption under subsection (d) of this section by presenting sufficient contrary evidence and obtaining a declaratory ruling from the Board before making a disbursement to promote the success or defeat of a candidate or political party at an election.

(f) The Board may adopt administrative policies and procedures as necessary to implement this Section.

Sec. 8-98. Independent expenditures by individuals.

Except for a candidate, this Article does not prohibit an individual who acts independently of any other person from:

(1) expressing personal views on any subject; or

(2) making an expenditure of personal funds to purchase campaign material.

Sec. 8-99. Prohibited expenditures

(a) Political endorsement. A campaign finance entity, or a person acting on its behalf, may not at any time, directly or indirectly, pay or incur an obligation to pay, and a person may not, directly or indirectly, receive any money or thing of value, for a political endorsement.

(b) Walk-around services.

(1) A campaign finance entity, or a person acting on its behalf, may not at any time, directly or indirectly, pay or incur an obligation to pay, and a person may not, directly or indirectly, receive any money or thing of value, for walk-around services.

(2) In this subsection, “walk-around services” means the following activities performed for money:

(A) distributing campaign material;

(B) communicating a voting preference or choice in any manner;

- (C) stationing a person, including oneself, or an object in the path of a voter; or
- (D) electioneering as described in §8-63 of this chapter.

Sec. 8-100. Presentation of claims for payment.

A person who claims that money is due from a campaign committee shall present a claim for payment to the treasurer not later than 30 days after the election for which the liability was incurred.

Sec. 8-101. Disposal of surplus funds.

(a) After all campaign expenditures have been made and before filing a final campaign finance report under Division 3 of this Article, any remaining balance in the account of a campaign finance entity shall be returned pro rata to the contributors or paid to:

- (1) the City to help defray the expenses for Rockville municipal elections.
- (2) a nonprofit organization that provides services or funds for the benefit of pupils or teachers; or
- (3) a charitable organization registered or exempt from registration under the Maryland Charitable Solicitations Act.

(b) In the case of continuing campaign committees, surplus funds may be carried forward to be used in the next election cycle provided such funds are reported as carry-forward receipts during the next election cycle.

DIVISION 3. – REPORTING REQUIREMENTS.

Sec. 8-102. Campaign finance report requirements.

(a)(1) From the date of its organization until its termination under the provisions of this Chapter, a campaign committee shall file a campaign finance report with the City Clerk/Director of Council Operations, on behalf of the Board, at the times and for the periods required by this Division.

- (2) A campaign finance report submitted using an electronic format shall:
 - (A) be made under oath or affirmation;
 - (B) require an electronic signature from the treasurer at the time of the filing of the campaign finance report; and
 - (C) be made subject to the penalties for perjury.

(b) A campaign finance report filed by a campaign committee under subsection (a) of this Section shall include the information required by the Board with respect to all contributions

received and all expenditures made by or on behalf of the campaign committee during the designated reporting period.

(c) A campaign committee shall report the following information on its campaign finance reports for each contribution the committee receives:

(1) the amount of each contribution; and

(2) the name and residential address of each contributor, unless a contributor receives a confidentiality waiver from the Board for a residential address, in which case a suitable alternative address approved by the Board may be used.

(d) A campaign finance report prescribed by this Division for the campaign committee of a candidate is required whether or not:

(1) the candidate files a Rockville nominating petition;

(2) the candidate withdraws or otherwise ceases to be a candidate;

(3) the candidate's name appears on the ballot; or

(4) the candidate is successful in the Rockville municipal election.

Sec. 8-103. Campaign finance reporting periods and deadlines.

(a) Campaign finance reports filed under §8-102 of this Division shall cover the following reporting periods:

(1) *Campaign finance reporting periods for Rockville municipal general elections.*

(A) First campaign finance report.

(i) Subject to subparagraph (ii) below, the first campaign finance report filed by a campaign committee for a Rockville municipal general election shall cover the period from the date the campaign committee was established in accordance with §8-80 of this Article through the next Quarterly CFR Submission Date. The first campaign finance report filed with the Board shall contain all contributions received and expenditures made from the date the campaign committee was established through and including the subsequent Quarterly CFR Submission Date. The deadline for filing the first campaign finance report by a campaign committee shall be 5:00 p.m. on the eighth day of the month following the Quarterly CFR Submission Date.

(ii) The first campaign finance report filed by a continuing campaign committee for a Rockville municipal general election shall cover the period from the date the last campaign finance report was filed by the continuing campaign committee with the Board through January 5 of the year in which the Rockville municipal general election will be conducted. The first campaign finance report filed with the Board shall contain all contributions received and expenditures made from date the last campaign finance report was filed with the Board through January 5 of the year in which the Rockville municipal general election will be conducted. The

deadline for filing the first campaign finance report by a continuing campaign committee shall be 5:00 p.m. on January 8 of the year in which the Rockville municipal general election will be conducted.

(B) Subsequent campaign finance reports.

(i) Following the filing of the first campaign finance report in accordance with subparagraphs (A)(i) or (ii) above, subsequent campaign finance reports filed by campaign committees with the Board shall cover the periods from the sixth day of the month of the previous campaign finance report filing period to the subsequent Quarterly CFR Submission Date. The deadline for filing each subsequent campaign finance report filed under this subparagraph (i) shall be 5:00 p.m. on the eighth day of the month following the Quarterly CFR Submission Date.

(ii) Following submission of the campaign finance report for the period ending October 5 of the year in which the Rockville municipal general election will be conducted, the next campaign finance report filed with the Board shall cover the period from October 6 of the year in which the Rockville municipal general election will be conducted to and including the seventh day preceding the Rockville municipal general election. The deadline for filing this campaign finance report shall be 5:00 p.m. on the fifth day preceding the Rockville municipal general election.

(C) Final campaign finance report.

(i) Before a campaign committee files a final campaign finance report, the entity shall pay all outstanding obligations and dispose of all of its remaining assets in accordance with §8-101 of this Article.

(ii) The final campaign finance report filed by a campaign committee for a Rockville municipal general election shall cover the period from the sixth day preceding the Rockville municipal general election to and including December 31 of the year in which the Rockville municipal general election was conducted. The deadline for filing the final campaign finance report by a campaign committee for a Rockville municipal general election shall be 5:00 p.m. on January 15 of the first year of the new election cycle.

(2) *Campaign finance reporting periods for Rockville municipal special elections.*

(A) First campaign finance report.

(i) Subject to subparagraph (ii) below, the first campaign finance report filed by a campaign committee for a Rockville municipal special election shall cover the period from the date the campaign committee was established in accordance with §8-80 of this Article through and including the 30th day preceding the Rockville municipal special election. The deadline for filing this campaign finance report shall be 5:00 p.m. on the 27th day preceding the Rockville municipal special election.

(ii) The first campaign finance report filed by a continuing campaign committee for a Rockville municipal special election shall cover the period from the date the last campaign finance report was filed by the continuing campaign committee with the Board in accordance with

§8-103(a)(3) below through and including the 30th day preceding the Rockville municipal special election. The deadline for filing this campaign finance report shall be 5:00 p.m. on the 27th day preceding the Rockville municipal special election.

(B) Subsequent campaign finance report.

Following the filing of the first campaign finance report for a Rockville municipal special election in accordance with subparagraphs (A)(i) or (ii) above, a subsequent campaign finance report must be filed by campaign committees with the Board which shall cover the period from the 29th day preceding the Rockville municipal special election to and including seventh day preceding the Rockville municipal special election. The deadline for filing this campaign finance report shall be 5:00 p.m. on the fifth day preceding the Rockville municipal special election.

(C) Final campaign finance report.

(i) Before a campaign committee files a final campaign finance report, the entity shall pay all outstanding obligations and dispose of all of its remaining assets in accordance with §8-101 of this Article.

(ii) The final campaign finance report filed by a campaign committee for a Rockville municipal special election shall cover the period from the sixth day preceding the Rockville municipal general election to and including the 30th day following the date of the Rockville municipal special election. The deadline for filing the final campaign finance report by a campaign committee for a Rockville municipal special election shall be 5:00 p.m. on the 33rd day following the date of the Rockville municipal special election.

(b) Campaign finance reporting periods for continuing campaign committees.

Continuing campaign committees shall be required to file campaign finance reports in accordance with the administrative policies and procedures promulgated by the Board.

Sec. 8-104. Forms for campaign finance reports.

The Board shall prescribe the forms for the campaign finance reports and other documents required by this Article.

Sec. 8-105. Notice to campaign committees of reporting requirements.

(a)(1) In accordance with paragraph (2) of this subsection, the Board shall notify each campaign committee that is required under this Division to file campaign finance reports of each campaign finance report required to be filed by that entity.

(2) The notice shall be provided:

(A) at least 10 but not more than 20 days before the filing date for each campaign finance report; and

(B) by first-class mail, unless the responsible officers of a campaign committee affirmatively consent to receiving the notice only by electronic mail.

(b) The notice required under subsection (a) of this Section shall include:

- (1) the filing date;
- (2) the telephone number, business hours, and location of the City Clerk / Director of Council Operations; and
- (3) the penalty for failure to file a timely campaign finance report.

Sec. 8-106. Failure to file campaign finance report or affidavit.

(a) A campaign committee that fails to file a campaign finance report, an affidavit, or an amended campaign finance report required by this Division is subject to the sanctions provided in Article VIII of this Chapter.

(b) If a campaign committee fails to provide on a campaign finance report required by §8-102 of this Division all of the information required of the campaign committee by the Board under this Division:

- (1) the Board shall notify the responsible officers in writing of the particular deficiencies; and
- (2) the responsible officers shall file an amended campaign finance report that includes all of the information required within 30 days after service of the notice.

Sec. 8-107. Late filing fees.

(a) In accordance with subsection (b) of this Section, the Board shall assess late filing fees for a failure to file a campaign finance report, an affidavit, or an amended campaign finance report, as specified in §8-106 above.

(b)(1) The Board shall assess the fees in the following amounts for each day or part of a day that a campaign finance report, an affidavit, or an amended campaign finance report is overdue:

- (A) \$20 for each of the first 7 days;
- (B) \$35 for each of the following 7 days; and
- (C) \$50 for each day thereafter.

(2) The maximum fee payable for a campaign finance report, an affidavit, or an amended campaign finance report is \$1,000.

(c)(1) The Board shall accept an overdue campaign finance report, affidavit, or amended campaign finance report that is submitted without payment of the late filing fee, but the campaign

finance report, affidavit, or amended campaign finance report is not considered filed until the fee has been paid.

(2) After an overdue campaign finance report, affidavit, or amended campaign finance report is received under paragraph (1) of this subsection no further late filing fee shall be incurred.

(d)(1) Subject to paragraph (2) of this subsection, a late filing fee shall be paid by the campaign committee.

(2) If the campaign committee has insufficient funds with which to pay a late filing fee in a timely manner, the late filing fee is the joint and several liability of the responsible officers.

Sec. 8-108. Disqualification of individual from candidacy or treasurer position.

(a) An individual may not become a candidate for a Rockville elected office or become a treasurer for a campaign committee if, as to any campaign finance report due under §8-102 of this Division from, or on behalf of, that individual during the preceding five calendar years:

(1) there exists a failure to file as specified in §8-106 of this Division; or

(2) the individual has failed to pay a late filing fee that is due.

Sec. 8-109. Disqualification of individual from assuming elected office.

(a) An individual who, within the meaning of §8-106 of this Division, has failed to file a campaign finance report that is due from, or on behalf of, that individual may not, until the individual corrects the failure to file or pay the penalty:

(1) be deemed to be elected to a Rockville elected office;

(2) take the oath or otherwise assume the duties of a Rockville elected office; or

(3) receive any salary or compensation for a Rockville elected office.

Sec. 8-110. Relief from sanctions for failure to file report.

(a) A sanction may not be imposed for failure to file a campaign finance report or to pay a late filing fee if a court of competent jurisdiction finds just cause for the failure.

(b)(1) On request of a responsible officer subject to the assessment of a late filing fee, the Board may waive the late filing fee for just cause.

(2) The decision of the Board on a waiver request shall be in writing and state the circumstances surrounding the late filing and the reasons for the decision.

Sec. 8-111. Distribution of late fees.

Fees for late filing of campaign finance reports, affidavits, or amended campaign finance reports imposed under §8-107 of this Division shall be distributed to the City to help defray the

expenses for Rockville municipal elections.

Sec. 8-112. Retention of campaign finance reports.

(a)(1) The Board shall receive and preserve all campaign finance reports that are required to be filed with it under this Division.

(2) Subject to paragraph (3) of this subsection, the campaign finance reports received by the Board shall be kept as part of its records for:

(A) a period not to exceed 5 years after the campaign finance report is filed; or

(B) a longer period if required by a court of competent jurisdiction or the Board by regulation.

(3)(A) Notwithstanding paragraph (2) of this subsection, if the campaign finance report is that of a campaign committee of a candidate, the Board shall keep the campaign finance report as a part of its records for at least 1 year after the expiration of the term of the Rockville elected office for which the candidate sought election.

(B) Subparagraph (A) of this paragraph applies whether or not:

(i) the candidate is elected or completes the term of office; and

(ii) the campaign finance report relates to more than one candidate.

(b) Campaign finance reports shall be open for public inspection during the regular office hours of the City Clerk/Director of Council Operations.

DIVISION 4. – CAMPAIGN MATERIALS.

Sec. 8-113. Authority line required in campaign materials.

(a)(1) Except as otherwise provided in this Section, each item of campaign material shall contain, set apart from any other message, an authority line that states:

(A) as to campaign material published, distributed, or disseminated by a campaign finance entity:

(i) the name and address of the treasurer of each campaign finance entity responsible for the campaign material; and

(ii) as to each treasurer named under item (i) of this item, the name of each campaign finance entity for which the treasurer is acting; and

(B) as to campaign material published, distributed, or disseminated by any other person, the name and address of the person responsible for the campaign material.

(2) The authority line may omit an address that is on file with the Board.

(3) If the campaign material is too small to include all the information specified in paragraph (1) of this subsection in a legible manner, the authority line need only contain the information required by administrative policies and procedures adopted by the Board.

(4) The authority line for campaign material that is a commercial advertisement need only contain the information specified in paragraphs (1) and (2) of this subsection for one campaign finance entity or other person responsible for the advertisement.

(b) Campaign material that is published or distributed in support of or in opposition to a candidate, but is not authorized by the candidate, shall include the following statement:

“This message has been authorized and paid for by (name of payor or any organization affiliated with the payor), (name and title of treasurer or president). This message has not been authorized or approved by any candidate.”

Sec. 8-114. Retention of campaign materials.

(a)(1) Subject to paragraph (2) of this subsection, each campaign finance entity that is responsible for, publisher of, and distributor of, an item of campaign material shall keep a sample copy of the item for at least 1 year after the Rockville municipal election next following the date when the item was published or distributed.

(2) For each item of campaign material disseminated through the Internet, the sample copy shall be:

(A) a paper facsimile; or

(B) a copy on an electronic medium that can be produced as a paper facsimile on request.

(b) Subsection (a) of this section does not apply to a billboard or a sign.

Sec. 8-115. Campaign material transmitted through electronic media.

(a) In this section, “electronic media” means any electronic medium, except television or radio, that may be used to transmit campaign material.

(b) The Board shall adopt administrative policies and procedures governing the application of §8-113 and §8-114 of this Division to campaign material transmitted through electronic media.

Sec. 8-116. Reserved.

DIVISION 5. – PUBLIC FINANCING OF ROCKVILLE MUNICIPAL ELECTIONS

Sec. 8-117. Public Financing of Rockville Municipal Elections.

[In accordance with future amendments to the Charter, this Chapter, and the administrative policies and procedures promulgated by the Board, beginning in the year 2031,

the City will provide public financing to candidates running for elected office in for Rockville municipal elections.1

Secs 8-118—8-135. Reserved

ARTICLE VIII. – VIOLATIONS; ADMINISTRATIVE HEARINGS

Sec. 8-136. Misdemeanor.

(a) Misdemeanors generally. Any person who casts a mail-in or provisional ballot in violation of this Chapter is guilty of a misdemeanor, and upon conviction is subject to a fine of up to \$1,000 or imprisonment for up to six months, or both, at the discretion of the court. Penalties under this provision are in addition to any penalties for violation of applicable State law.

(b) Referral for prosecution. If the Board has reason to believe that a person has cast a mail-in or provisional ballot in violation of this Chapter, the Board may refer the matter to the State’s Attorney’s Office.

Sec. 8-137. Administrative violation.

(a) Administrative violations. A person who violates any provision of this Chapter other than those listed in Section 8-136(a) is guilty of an administrative violation.

(b) Notice of Violation.

(1) If the Board has reason to believe that a person has violated any provision of this Chapter other than those listed in Section 8-136(a), the Board must issue the person a notice of violation in accordance with this Section.

(2) A notice of violation issued under Section 8-137(b)(1) must include the following information:

(A) The nature of the violation;

(B) The specific relief sought, including cessation or remediation of the violation and payment of administrative fines pursuant to Section 8-137(c);

(C) An order that the responsible person must provide the relief sought, including payment of any fines, within 30 days of the notice of violation or by such other date as established by the Board; and

(D) The manner in which the responsible person may request an administrative hearing to contest the notice of violation pursuant to Section 8-138.

(3) Upon a showing of good cause, the Board may amend a notice of violation to, among other things, grant additional time in which to abate the violation or otherwise provide the relief sought.

(c) Fines. Subject to Mayor and Council approval, the Board shall, by resolution, adopt a schedule of administrative fines for violations of various provisions of this Chapter. No fine may exceed \$5,000.00 per violation.

Sec. 8-138. Administrative hearing.

(a) Request for hearing.

(1) Any person subject to a notice of violation issued under Section 8-137 may request an administrative hearing to contest the alleged violation.

(2) A request for an administrative hearing on a notice of violation must be made within 30 days of the date printed on the notice of violation.

(3) A request for an administrative hearing must be made to the City Clerk/Director of Council Operations, who must promptly refer any request for an administrative hearing under this Section to the Board and to the City Attorney.

(4) A timely-filed request for an administrative hearing shall toll the order of the Board until the final decision of the Board pursuant to Section 8-138(e).

(b) Hearing officer.

(1) Upon receipt of a valid request for an administrative hearing under this Section, the City Attorney must arrange for an independent hearing officer to hold an administrative hearing on the alleged violation as soon as practicable.

(2) The hearing officer must not be an employee of the City and must have sufficient training and knowledge to be qualified to hear testimony, weigh evidence, and afford due process to all parties in an impartial and unbiased manner.

(c) Notice of hearing.

(1) The City Clerk/Director of Council Operations must issue an administrative notice of a pending administrative hearing at least 30 days before the hearing to the Board, the City Attorney, and the person requesting the hearing.

(2) The City Clerk must issue the administrative notice to the person requesting the hearing by certified mail.

(3) The notice of hearing must contain a statement advising the recipient of the date, time, and location of the hearing.

(d) Hearing and report.

(1) The hearing officer shall conduct a full, fair, and impartial hearing on the alleged violation pursuant to rules of procedure adopted by the City Attorney.

(2) Following the hearing, the hearing officer must submit a report and recommendation to the Board on the alleged violation no later than 30 days after the hearing record closes.

(3) The hearing officer may extend the time to file the report by notifying all parties.

(e) Final decision and order.

(1) After consulting the hearing officer's report and recommendation, the Board must render a final decision and order on the violation. The Board's decision and order is the final agency action for all purposes.

(2) The Board's final decision and order must be in writing and mailed by certified mail to the responsible party and any other parties of record.

(f) Appeal.

(1) After receiving the Board's final decision and order, an aggrieved person may seek judicial review of the decision and order in the Circuit Court under the applicable Maryland Rules of Procedure governing judicial review of administrative decisions.

(2) A timely-filed petition for judicial review shall toll the final decision and order of the Board until the matter is fully adjudicated.

Sec. 8-139. Municipal infraction. The following persons are guilty of a municipal infraction pursuant to Section 1-9 of the City Code:

(a) Any person who fails to comply with an order in a notice of violation pursuant to Section 8137(b) and fails to timely request an administrative hearing pursuant to Section 8-138(a);

(b) Any person who fails to comply with a final decision and order issued under Section 8-138(e) and fails to timely seek judicial review of the decision and order pursuant to Section 8138(f).

Sec. 8-140. Ineligibility from holding office.

Any person who is convicted of a misdemeanor under Section 8-136 shall automatically be ineligible for any elected or appointed public office in the City for a period of eight years from and after the time of the commission of the offense.

* * * * *

I hereby certify that the foregoing is a true and correct copy of an ordinance adopted
by the Mayor and Council at its meeting of _____, 2026.

Sara Taylor-Ferrell,
City Clerk/Director of Council Operations



MAYOR AND COUNCIL Meeting Date: April 27, 2026

Agenda Item Type: MOCK AGENDAS

Department: CITY CLERK/DIRECTOR OF COUNCIL OPERATIONS OFFICE

Responsible Staff: SARA TAYLOR-FERRELL

Subject

Mock Agenda

Recommendation

Staff recommend the Mayor and Council review and provide comments.

Attachments

May 4, 2026 (Mock Agenda)



MAYOR AND COUNCIL

Meeting No. 12-26
Monday, May 4, 2026 - 5:30 PM

AGENDA

Agenda item times are estimates only. Items may be considered at times other than those indicated.

Ways to Participate

If you require a reasonable accommodation, for community forum or a public hearing and need reasonable accommodations, please contact the City Clerk's Office by the Wednesday before the Monday meeting at 240-314-8280 or cityclerk@rockvillemd.gov or by filling this form: <https://www.rockvillemd.gov/services/request-a-reasonable-accommodation/>

Translation Assistance

If you wish to participate in person at a Mayor and Council meeting during community forum or a public hearing and may need translation assistance in a language other than English, please contact the City Clerk's Office by the Wednesday before the Monday meeting at 240-314-8280, or cityclerk@rockvillemd.gov, or by using this form: <https://www.rockvillemd.gov/services/participate-in-a-community-forum/>

In-Person Attendance

Community members attending in-person who wish to speak during Community Forum, or a Public Hearing, should sign up using the form at the entrance to the Mayor and Council Chamber. In-person speakers will be called upon in the order they are signed to speak and before virtual speakers.

Note: In-Person Speakers will be called upon to speak before those who have signed up to speak virtually for Community Forum and Public Hearings.

Viewing Mayor and Council Meetings

The Mayor and Council are conducting hybrid meetings. The virtual meetings can be viewed on Rockville 11, Comcast, Verizon cable channel 11, livestreamed at www.rockvillemd.gov/rockville11, and available a day after each meeting at www.rockvillemd.gov/videoondemand.

Participating in Community Forum & Public Hearings:

If you wish to submit comments in writing for Community Forum or Public Hearings:

- Please email the comments to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the date of the meeting.

If you wish to participate in-person or virtually in Community Forum or Public Hearings during the live Mayor and Council meeting:

1. Send your Name, Phone number, For Community Forum and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov or <https://www.rockvillemd.gov/services/participate-in-a-community-forum/> no later than 10:00 am on the day of the meeting. Each speaker will receive 3 minutes.
2. Send your Name, Phone number, the Public Hearing Topic and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov or <https://www.rockvillemd.gov/services/participate-in-a-public-hearing/> no later than 10:00 am on the day of the meeting.
3. On the day of the meeting, you will receive a confirmation email with further details, and two Webex invitations: 1) Optional Webex Orientation Question and Answer Session and 2) Mayor & Council Meeting Invitation.
4. Plan to join the meeting no later than approximately 20 minutes before the actual meeting start time.
5. Read for <https://www.rockvillemd.gov/DocumentCenter/View/38725/Public-Meetings-on-Webex> meeting tips and instructions on joining a Webex meeting (either by computer or phone).
6. If joining by computer, Conduct a WebEx test: <https://www.webex.com/test-meeting.html> prior to signing up to join the meeting to ensure your equipment will work as expected.

Participating in Mayor and Council Drop-In (Mayor Ashton and Councilmember Myles)

The next scheduled Drop-In Session will be held by phone or in-person on Monday, May 11 from 5:15-6:15 pm with Mayor Ashton and Councilmember Myles. Please sign up by 10 am on the meeting day using the form at: <https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227>

1. Convene - 5:30 PM

2. Pledge of Allegiance

3. Proclamation and Recognition - 5:35 PM

- A. Certificate of Recognition for Glenview Mansion's 100th Anniversary (1926-2026)
- B. Proclamation Declaring May 3-9, 2026, as National Public Service Recognition Week
- C. Proclamation Declaring May 10-16, 2026, as National Police Week in Rockville, Maryland
- D. Proclamation Declaring May 10-16, 2026, as Women's Health Week in Rockville, Maryland
- E. Proclamation Declaring May 10-17, 2026, as Taiwanese-American Heritage Week

- F. Proclamation Declaring May 16, 2026, as Kids to Parks Day in Rockville, Maryland
- G. Proclamation Declaring May 17-23, 2026, as National Public Works Week
- H. Proclamation Declaring May 19, 2026, as Greek Genocide Remembrance Day in Rockville, Maryland
- I. Proclamation Declaring May 2026, as Amyotrophic Lateral Sclerosis (ALS) Awareness Month in Rockville, Maryland
- J. Proclamation Declaring May 2026, as Bicycle Awareness Month in Rockville, Maryland
- K. Proclamation Declaring May 2026, as Building Safety Month in Rockville, Maryland
- L. Proclamation Declaring May 2026, as Asian American and Pacific Islander Heritage Month
- M. Proclamation Declaring May 2026 as Jewish American Heritage Month
- N. Proclamation Declaring May 2026, as Lyme Disease Awareness Month in Rockville, Maryland
- O. Proclamation Declaring May 2026, as Mental Health Awareness Month in Rockville, Maryland
- P. Proclamation Declaring May 2026, as Older Americans Month in Rockville, Maryland
- Q. Proclamation Declaring May 2026 as National Preservation Month in Rockville, Maryland
- R. Proclamation Declaring May 2026, as Stroke Awareness Month in Rockville, Maryland

4. Agenda Review - 6:30 PM

5. City Manager's Report - 6:35 PM

6. Boards and Commissions Appointments and Reappointments - 6:45 PM

7. Community Forum - 6:55 PM

8. Special Presentations - NONE

9. Consent Agenda - 7:30 PM

- A. Adoption of Resolution to Designate Cynthia Walters as Acting City Attorney
- B. Authorization for the City Manager to Approve a Public Improvements Easement Associated with Sidewalk Maintenance, on Lots 6-8, Shady Grove Neighborhood Center

- C. Resolution - Amending Master Fees for Community Planning and Development Services (CPDS) and Public Works (DPW) and Stormwater Management Monetary Contribution Rates
- D. Authorization for the City Manager to Execute the Moderately Priced Dwelling Unit Homeownership Program Agreement and Approval of and Authorization for the City Manager to Execute the Declaration of Restrictive Covenants for Village at Upper Rock Development between the Mayor and Council of Rockville and Toll Mid-Atlantic LP Company, Inc., Subject to Approval as to Legal Form by the City Attorney
- E. Adoption of a Resolution to Establish the Service Charge Rate for Municipal Refuse Collection and to Establish a Charge for Unreturned Refuse and Recycling Carts Pursuant to Section 20-6 of the Rockville City Code
- F. Adoption of a Resolution to Declare the Official Intent of the Mayor and Council to Reimburse Expenditures for Certain Projects from the Proceeds of Tax Exempt Obligations under U.S. Treasury Income Tax Regulation Section 1.150-2
- G. Adoption of a Resolution to Close Completed Capital Improvements Program Projects
- H. Authorization for the City Manager to Execute the Moderately Priced Dwelling Unit Homeownership Program Agreement and Approval of and Authorization for the City Manager to Execute the Declaration of Restrictive Covenants for Village at Upper Rock Development between the Mayor and Council of Rockville and Toll Mid-Atlantic LP Company, Inc., Subject to Approval as to Legal Form by the City Attorney

10. Public Hearing - 7:35 PM

- A. Public Hearing on Zoning Text Amendment TXT2026-00271, the Draft Zoning Ordinance; Mayor and Council of Rockville, Applicants
- B. Public Hearing No. 2 on Map Amendment MAP2026-00126, Comprehensive Map Amendment; Mayor and Council of Rockville, Applicants

11. Action Items - 9:05 PM

- A. Adoption of an Ordinance to Appropriate Funds and Levy Taxes for Fiscal Year 2027

12. Worksession - 9:25 PM

- A. Work Session #2 on Zoning Text Amendment Application TXT2026-00271, for the Zoning Ordinance Rewrite and Map Amendment Application MAP2026-00126, for the Comprehensive Map Amendment; Mayor and Council of Rockville, Applicants

13. Mock Agenda - 10:55 PM

- A. Mock Agenda

14. Old / New Business - 11:00 PM**15. Adjournment -11:15 PM**