**VILLAGE OF NORTH CHEVY CHASE**

**EMERGENCY PLAN FOR VILLAGE ELECTION (2020)**

1. In response to the COVID-19 pandemic and mandatory social distancing requirements, the Village of North Chevy Chase will be implementing the following procedures in support of the 2020 elections for 3 Village Council positions as well as the FY21 real and personal property tax rates: The Village will maintain the date of Tuesday, May 5 for the election and Annual Meeting, which will likely be conducted via teleconference based on guidance from the State of Maryland and Montgomery County.
2. The Village’s real and personal property tax rates shall be approved by a majority vote of the Qualified Voters attending the Annual Meeting, likely via teleconference.
3. Any “Qualified Voter” (resident of the Village of North Chevy Chase, Montgomery County, Maryland, who is qualified to vote in Montgomery County, and who has registered with the Village Council of the Village of North Chevy Chase to vote. Residents of the Village of North Chevy Chase who are registered with the Montgomery County Board of Supervisors of Elections to vote shall be deemed to be registered with the Village Council of the Village of North Chevy Chase to vote) shall declare his or her own candidacy or nominate any other Qualified Voter for a Council position by Tuesday, April 14.
4. If the number of candidates equals the three Council positions up for election, the elections shall be deemed uncontested and cancelled. The three candidates will officially become Council members.
5. If the number of candidates exceed the three Council positions, residents will be informed via email and on the Village website on Wednesday, April 15 that elections will proceed by absentee ballot only. No in-person voting will be afforded. There shall be no polling stations.
6. Residents can request an absentee ballot via email (nccinfo@northchevychase.org) or phone (301-654-7084) if they are a Qualified Voter. Absentee ballot requests must be received by Friday, April 17. Ballots will be sent to those who request them either in an electronic form, via email, or hand delivered by no later than Monday, April 20. The ballots will include instructions as well as a brief profile of each candidate.
7. Absentee ballots will be numbered in order to prevent duplicate votes. To maintain secrecy, residents will be requested to fold their ballot when mailing it. Residents must clearly write their name and address on the return envelope, and sign the back of the envelope.
8. Voters will be requested to mail their ballot to the Village PO Box, to be postmarked no later than Friday, May 1.
9. Ballots will be collected on Tuesday, May 5. Ballots not postmarked by May 1 and/or not delivered to the PO Box by May 5 will not be counted. Duplicate ballots from the same voter, or having the same ballot number, will not be counted. The ballots will be counted by members of the Village’s Nominating Committee. The folded ballots will be placed in a pile before they are counted to separate them from the return envelope addresses. Results will be presented at the Annual Meeting that evening.
10. If a run-off election is needed, as a result of a tie, the run-off election shall also proceed by mail, according to the above procedures.