

PROCEDURES FOR FILING FOR THE OFFICES OF MAYOR AND CITY COUNCIL

Qualifications for the Office of Mayor:

As of the date of the general election candidate shall:

- be at least twenty-five years of age;
- have resided within the corporate limits of the city for at least one year immediately preceding the date of said general election; and
- be a qualified voter of the city

Qualifications for the Office of Councilmember:

As of the date of the general election, candidate shall:

- be at least twenty-one years of age;
- have resided within the corporate limits of the city for at least one year immediately preceding the date of said general election; and
- be a qualified voter of the city

Filing Fee: \$25.00 for the Office of Mayor and Councilmember

Deadline: February 9, 2024 at 9 pm

Filing Location: Washington County Election Board
17718 Virginia Ave
Hagerstown, MD 21740
240-313-2050
Hours: M – F, 8:00 am to 4:30 pm

Procedures for Filing for the Offices of Mayor and Councilmember:

1. Download the following documents by clicking on the links, and fill them out completely.
2. File the following items at the Washington County Election Board by the required deadline:
3. [Candidate Information Sheet](#)
4. [Statement of Organization for Campaign Finance Entities](#): All candidates must appoint and file a chairman and treasurer for their campaign prior to receiving or spending monies related to their campaign.
5. [Disclosure Form](#) (Note: when complete please call Ms. Donna Spickler at 301-766-4183 to schedule an appointment to submit your financial disclosure.)
6. [Affidavit of Alternate Name](#) – if applicable
7. A Certificate of Candidacy will be printed for review and signature.
8. Pay Filing Fee
9. Present Identification

Now you are almost ready to file. Here are your next steps:

Call the Washington County Board of Elections at 240-313-2050 to schedule your appointment to file. You will be asked to email (washco.elections@maryland.gov) or fax (240-313-2062) documents 3 – 6 listed below at least 2 hours before your appointment. In addition, you will need to bring all of the following to your appointment:

The Campaign Finance Reporting Requirements will be handled by the Office of the City Clerk. You will be notified of the filing requirements and process.