



Town of Berwyn Heights

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ORDINANCE 109 - TOWN COUNCIL ELECTION & SELECTION PROCESSES

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERWYN HEIGHTS TO AMEND ORDINANCE 109, "TOWN COUNCIL ELECTION & SELECTION PROCESSES", BY REPEALING AND RE-ENACTING SECTION 5, "APPOINTMENT AND DUTIES OF BOARD OF ELECTION SUPERVISORS", SECTION 6, "PREPARING FOR TOWN COUNCIL ELECTIONS", AND SECTION 7, "ELECTION DAY", TO CLARIFY DEFINITIONS, CONFORM COMPENSATION OF SUPERVISORS OF ELECTIONS TO THE STATE STANDARD, PROVIDE THAT A CANDIDATE CANNOT BECOME QUALIFIED UNLESS THE FINANCIAL DISCLOSURE STATEMENT IS COMPLETED, SET A DEADLINE TO QUALIFY AS A WRITE-IN CANDIDATE, AUTHORIZE EARLY VOTING DAYS AND DROP BOXES, MAKE PROVISION FOR BALLOT QUESTIONS TO BE ADDED TO AN ELECTION, AND CONFORM TO CHANGES IN STATE LAW.

WHEREAS, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the Town of Berwyn Heights (hereinafter, the "Town") has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality and to prevent and remove nuisances; and

WHEREAS, §5-202 of the Local Government Article of the Annotated Code of Maryland provides that the Mayor and Council of the Town of Berwyn Heights have the authority to pass such ordinances as it deems necessary to preserve peace and good order, and to protect the health, comfort and convenience of the residents of the municipality; and

WHEREAS, Article XI-E of the Constitution and the Local Government Article of the State of Maryland Annotated Code authorize the Mayor and Council to hold and regulate Town elections; and

WHEREAS, the Board of Supervisors of Elections has made various recommendations to the Mayor and Council with respect to amendment of Ordinance 109, "Election Procedures" to update the election code, include a new State requirement, include a ballot question provision and clarify certain provisions; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to enact the recommendations made by the Board of Supervisors of Elections..

NOW THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the Town of Berwyn Heights that Chapter 109, "Election Procedures", be and it is hereby repealed, re-enacted and amended to read as follows:

Section 1. Purpose and Authority: The purpose of this Ordinance is to set forth the rules and procedures for electing or selecting the five (5) members of the Berwyn Heights Town Council, as well as to define the roles and responsibilities of the Board of Supervisors of elections the Town Clerk and other employees charged with managing the municipal election process. The authority to hold municipal elections is contained in Article XI-E of the Constitution and the Local Government Article of the State of Maryland Annotated Code, as amended from time to time, and Chapters III and V of the Charter of the Town of Berwyn Heights. All Town election procedures shall be subject to the

provisions contained in the Annotated Code of Maryland that apply to municipal elections.

Section 2. Applicability:

This Ordinance applies to the process of electing and selecting the members of the Town Council of the Town of Berwyn Heights.

Section 3. Definitions:

- A. Absentee Voting: Voting in a location other than an official polling station.
- B. Ballot: The means by which a qualified voter records their vote. It may be an Electronic Ballot (generated by a voting machine) or a Paper Ballot (designed by the Town Clerk or designated employee)
- C. Ballot Question: [See Referendum]. Any non-binding question initiated by Council or voter petition, to be placed on the ballot for General or Special Election.
- D. Board of Supervisors of Elections: The Board of Supervisors of Elections (“Board”) is composed of at least five (5) members; three (3) election judges (including 1 Chief Judge) and two (2) clerks, who shall be appointed by the Town Council in February of an election year and serve for a term of two years or until a successor is appointed. _
- E. Domicile: the place where a person has established their permanent principal residence to which they return or intend to return.
- F. Duly Authorized Agent: a person at least 18 years of age, who is not a candidate on the ballot, and is designated in writing by a qualified voter as their agent in picking up and delivering an absentee ballot.
- G. Election Day: The 1st Tuesday in May of every even-numbered year.
- H. Election Procedures Manual: a reference manual for Town Council elections containing detailed instructions on preparing and conducting an election as well as standard templates and relevant legal references.
- I. Prince George's County Board of Elections: the Local Board for conducting elections in Prince George's County.
- J. Provisional Voter: A resident not listed in the Voter Registration List, whose eligibility to vote must be established after casting a ballot.
- K. Public outreach: a systematic attempt to provide information or services to a targeted group of people, such as posting to the Town website or in a newspaper of general circulation.
- L. Referendum: the right of registered voters of the Town to approve or reject an ordinance of the Town Council, in accordance with Section 311.2 of the Town Charter.
- M. Referendum Petition: A petition that has the signatures of twenty percent (20%) of the registered voters of the Town requesting that an adopted ordinance or any part thereof be submitted to the registered voters for their approval or disapproval at a regular or special election in accordance with Section 311.2 of the Town Charter.
- N. Registration: A Town resident may register to vote in the Town by registering to vote in Prince George’s County, Maryland or through the State of Maryland or through the Town’s supplemental voter list.
- O. Special Election: an election held on a date other than a regularly scheduled election. All special elections shall be conducted by the Board in the same manner as regular Town elections, as set forth in Section 505.1 of the Town Charter.
- P. Spoiled ballot: a ballot that has been declared invalid by the Board and is excluded from the vote count.
- Q. Supplemental Voter Registration List: a list of qualified voters registered to vote solely in Town elections as permitted in §3-403 of the Election Article, Annotated Code of Maryland.
- R. Qualified Voter: A person who is a citizen of the United States, is at least 18 years of age at

- the time of the election, has resided within the corporate limits of the Town for thirty days immediately preceding any Town Election and who is registered to vote in the Town.
- S. Town Clerk: The duly appointed Clerk for the Town. The Town Clerk is responsible for preparation for and management of the municipal elections process. The Town Clerk may designate other municipal employees to assist with Election preparation and management.
- T. Voter Authorization Card: a card provided by the Prince George's County Board of Elections in conjunction with the voter registration list that must be signed before a voter may proceed to cast a vote.
- U. Voter Registration List: official voter registration list for the Town of Berwyn Heights as maintained by the Prince George's County Board of Elections.
- V. Voting machine: a mechanical or electronic piece of equipment, including software, used to define ballots; to cast and count votes; to display and report election results; and to maintain an audit trail.
- W. Voting machine vendor: a business that sells or leases voting machines and provides the technical support to operate them.
- X. Write-in Candidate: a qualified voter of the Town of Berwyn Heights who submits all required forms to run in a Town Council election after the filing deadline has passed and by the write-in candidate closing date.
- Y. Write-in Vote: the action of a voter to write-in the name of a person who is not listed as a candidate for Town Council on the ballot.

Section 4. Voter Registration

The eligibility of persons to register to vote in the Town is defined in Chapter V – “Registration, Nomination, Election” of the Berwyn Heights Town Charter. U.S. citizens who are at least 18 years of age at the time of the election and have resided within the Corporate Limits of the Town of Berwyn Heights for thirty (30) days prior to a Town election are eligible to register to become a qualified voter in the Town. A voter who is duly registered to vote through Prince George's County, Maryland, the State of Maryland or the Town’s supplemental voter list, at an address within the Town, is a qualified voter eligible to vote in a Town election.

Residents of the Town, who maintain a domicile in another state, but otherwise qualify to register in the Town may utilize a supplemental registration with the Town of Berwyn Heights to vote solely in the municipal election. Supplemental registration shall occur during normal office hours, Monday - Friday, 8:30 a.m. - 5:00 p.m. until 30 days prior to the election date and on the last Monday in March between 7:00 - 10:00 p.m.

Section 5. Appointment and Duties of Board of Supervisors of Elections

- A. **APPOINTMENT:** The Board exercises general supervision of the Town elections in accordance with Section 502.5 of the Berwyn Heights Town Charter. An invitation to serve on the Board is published in the Berwyn Heights Bulletin or other suitable means of public outreach in December and January prior to election day. A proposed Board is approved, and a Chief Judge appointed, by the Town Council at the first worksession in February and the Board and Chief Judge are sworn-in by the Mayor at the February Town meeting.
- B. **DUTIES:** It shall be the duty of the Board to: become familiar with State laws, Town ordinances and the Election Procedures Manual that guide the electoral process by attending relevant training at the State, County or municipal level; review supplemental voter registration lists and absentee voter lists; prepare the polling station and supervise the election; and tally the votes and report the election results to the sitting Mayor.
- C. **COMPENSATION:** Board members shall receive daily compensation as authorized by the State of Maryland Minimum Compensation requirements for local election boards, including compensation for those who attend elective, relevant training. The Chief Judge shall receive

an additional \$100 per day served.

Section 6. Preparing for Town Council Elections

Town Council elections take place on the first Tuesday of May of every even-numbered year.

- A. **Election Schedule:** In December prior to the Town Council election, the Town Clerk shall update the election schedule for publication in the January Bulletin or other suitable means of public outreach. The schedule shall contain important dates and deadlines related to the election.
- B. **Registration:** Registration through the Prince George's County Board of Elections closes thirty (30) days prior to the election date. The Town's supplemental voter registration list shall be closed and finalized by the Town Clerk thirty (30) days prior to the election date.
- C. **Board of Supervisors of Election:** The Town Clerk shall begin recruitment of members of the Board in December and January prior to the election by publicizing the position in the Berwyn Heights Town Bulletin or through other suitable means of public outreach, as needed; assemble Board candidates for Town Council approval and swearing in, and ensure that all members of the Board receive a course of training in their duties. The training shall take place after the candidate filing and candidate withdrawal deadlines. -
- D. **Town Council Candidacy:** The Town Clerk shall give notice of the first date on which candidate certificates of nomination will be accepted (i.e. the second Tuesday in January) in the December and January issues of the Berwyn Heights Town Bulletin. The Town Clerk shall give notice of the filing deadline (i.e., the first Tuesday in March) for a Town Council election in the February and March issues of the Berwyn Heights Town Bulletin and other suitable means of public outreach, as needed; provide Certificates of Nomination and Financial Disclosure forms to qualified voters wishing to file for Town Council candidacy; and receive and review the filed forms. The completed Financial Disclosure form must conform with the provisions of Ordinance 110 - Ethics, subject to §15-801 of the Maryland Public Ethics Law, as may be amended. The Town Clerk may not accept a Certificate of Nomination unless it is accompanied by a Financial Disclosure statement. The person filing cannot qualify as a candidate unless the Financial Disclosure Statement includes all required identifying and contact information, is signed under oath, and includes answers to every mandatory question. The Town Clerk shall also advise candidates on all relevant election matters, including the election schedule, Candidates' Night, campaigning, and other questions that may arise. Candidates who wish to withdraw must do so no later than 15 days after the filing deadline.
- E. **Campaign Material:** The Town Clerk shall inform Town Council candidates of the Town's campaign rules. Starting three weeks prior to the election, campaign literature may be distributed, and campaign signs and posters may be displayed on private property, including the Town right-of-way, with the property owner's permission. Campaign signs shall:
 - 1. Not be displayed until three (3) weeks prior to the election.
 - 2. Not create a public safety hazard.
 - 3. Be removed within two (2) days after the election.
 - 4. Not be attached to utility poles.
 - 5. Not be displayed on-Town-property, except when located in Town designated spaces for all candidates and on Election Day.

- F. Write-in Candidates:** The Town Clerk shall accept Petition of Candidacy and Financial Disclosure forms that have been filed after the first Tuesday in March deadline as write in candidacies. Write-in candidates that have submitted all completed forms and are determined to be qualified are entitled to 1) having their names published in the Town Bulletin if their forms were filed and determined to be acceptable by April 15 of an election year; 2) participate in Candidates' Night if their forms were filed and determined to be acceptable at least one (1) week prior to Candidates' Night; and 3) have their names posted inside and outside the polling station, if their forms were filed at least one (1) week prior to election day. A candidate must qualify to run as a write-in candidate at least one week prior to election day.
- G. Candidates' Night:** The Town Clerk shall arrange for a Candidates' Night to be held in April prior to a Town election. All qualified candidates confirmed at that time may participate in this moderated public forum to introduce themselves and answer questions from residents.
- H. Absentee/MAIL-IN Voting Application:** An eligible voter may vote by absentee/mail-in ballot in a Town election for any reason, pursuant to §4-108 of the Maryland Local Government Article, as may be amended. The Town Clerk shall prepare absentee/mail-in ballots and an absentee/mail-in voter list to keep an accurate record of voters who request an absentee/mail-in ballot. After voter registration closes (i.e., thirty (30) days prior to the election), absentee/mail-in ballots and accompanying envelopes are made available to any eligible voter upon request until one (1) week prior to the election, including ballots requested in writing by a duly authorized agent. Every absentee/mail-in voter shall be listed on the absentee/mail-in voter list that includes name, address, date of issuance of ballot and date of receipt of voted ballot. Absentee/Main-in ballots may be voted by mail and drop box. Voted ballots shall be kept sealed in their envelopes and stored in a secure location to be opened and tallied on Election Day.
- I. Notice of Election:** The Town Clerk shall give at least two (2) weeks' notice of every election, including early voting dates, in the Town Bulletin, a paper of general circulation, or other suitable form of public outreach, and post the Election Notice in three (3) public places in the Town.
- J. Election Supplies:** The Town Clerk shall ensure that all necessary election supplies are at hand on Election Day, either for voting by paper ballot or by voting machine.
- K. Early and Drop Box Voting:** The Town Council in consultation with the Board may provide for one or more early voting days and drop boxes for voting in any election. Any early voting day shall be held no more than 15 days prior to the Election Day established in Section 3.G of this article. On a designated early voting day, polls shall be open to qualified votes for a minimum of four hours on each day at times and places specified and advertised by the Board.

Section 7 Election Day

The preparation for and the conduct of an Election Day are described in detail in the Election Procedures Manual. Early Voting Days will follow the procedures outlined below, outside of specified hours and vote tallying procedures. Any ballots received during early voting or by drop box will be held securely and tallied on Election Day. On Election Day, the polls are open between 7:00 a.m. and 7:00 p.m.

- A. Preparing the Polling Station:** The Town Clerk shall meet the members of the Board of

Election Supervisors before polls open at 7:00 a.m. on Election Day to prepare the polling station. Preparation of the polling station includes:

1. Posting sample ballots and instructions outside and inside the polling station for public view. The sample ballot shall show names of qualified candidates and ballot questions and referenda, if any. The names of write-in candidates may be posted inside and outside the polling station, but not within the voting booth.
2. Demarcating a fifty (50') foot perimeter around the polling station as a "no electioneering" zone. No campaigning by candidates or their supporters will be allowed within this area. Candidates for election may cross this line only to cast their own vote.
3. Setting up a voter "check-in" station, including readying of the voter registration list for voters registered through the County and Voter Authorization Cards, and the supplemental voter list.
4. Completing set-up of voting booths. The Chief Judge, with assistance from the voting machine vendor, shall verify that any voting machines are ready for use with counters set to zero. If paper ballots are used, members of the Board shall ensure that each booth has a pen for marking the ballot.
5. Setting up ballot boxes if paper ballots are used. Ballot boxes must be empty and unlocked for use. The Town Clerk shall keep the ballot box key in secure storage until the polls close.

B. Polling Station Open: The Chief Judge supervises the polling station and may assign members of the Board to their particular stations. Upon opening of the polls, all members of the Board shall take their assigned stations. At least two members of the Board shall staff the voter check-in/ registration tables. One member of the Board shall staff the voting booths and one shall staff the ballot boxes, if paper ballots are used. Physically disabled voters shall be assisted as prescribed in the Maryland Election Law Article, as may be amended.

The Chief Judge shall be responsible for provisional voting and ensure that residents who are not on the voter registration list are able to cast a provisional ballot. Provisional ballots are set aside for separate tallying. Votes remain provisional until the eligibility of the voter has been established by the Prince George's County Board of Elections.

The Town Clerk shall announce the closing of polls five minutes before 7:00 p.m. on Election Day. Any resident wishing to observe the tallying may remain inside the polling station when the doors are locked. No one shall be permitted to enter or re-enter the polling station while tallying is in progress. Any person who interferes with the tallying of the vote may be required by the Board to leave the polling station.

C. Vote Tallying: All tallying of ballots shall be performed by the members of the Board in public view. Challenges to the count must wait until after the count is complete.

If voting machines are used:

1. The Chief Judge, with two other members of the Board, shall open the voting machines and unroll the tally sheets.
2. The machine count shall be verified by at least two members of the Board. Under the supervision of the Chief Judge, members of the Board shall tally record sheets from each voting machine. Once the machine votes have been tallied, the Chief Judge shall open the sealed envelopes with absentee ballots and count them. The absentee ballots shall be added to the tally of regular ballots. The result is compared with the tallied check marks on the County voter registration list and the Town supplemental voter registration list to ensure that the total number of voters agrees with the total number of ballots cast.

3. Provisional votes, cast by paper ballot, must be tallied separately, and returned separately to the Prince George's County Board of Elections to be certified.
4. Tally sheets shall be verified against the total count of the signed voter authorization cards, a count of check marks on the County voter registration list, and a count of checks on the Town supplemental registration list.
5. Voting machine tally sheets and absentee ballots shall be placed in envelopes, sealed, and signed across the seal by at least three members of the Board of Election Supervisors.
6. Voting machines shall be locked and sealed and keys placed in a sealed envelope for safekeeping until the voting machines are picked up by the vendor.

If paper ballots are used:

1. The ballot box key shall be returned to the Chief Judge by the Town Clerk to open the ballot boxes.
2. The Chief Judge shall remove ballots from the ballot box and organize them for tallying assisted by other members of the Board.
3. The Chief Judge shall read aloud how each ballot was voted, including write-in votes, referenda and ballot questions (if any).
4. Two members of the Board will independently tally the votes cast for each candidate and results of each ballot question.
5. In the case of an irregular ballot, the Chief Judge shall consult with two other members of the Board to determine if the ballot is valid or spoiled. If spoiled, the ballot shall be marked "void" and set aside. A voided ballot shall be shown to any challenger but shall not leave the hand of the member of the Board.
6. When all regular ballots are tallied, the Chief Judge shall open the sealed envelopes with absentee ballots and count them. The absentee ballots shall be added to the tally of regular ballots. The result is compared with the tallied check marks on the County voter registration list and the Town supplemental voter list to ensure that the total number of voters agrees with the total number of ballots cast.
7. Provisional votes shall be tallied separately and set aside until the qualification of each provisional voter can be verified.
8. Voted ballots shall be placed in envelopes, sealed and signed across the seal by three members of the Board. Said envelopes, marked voter registration list and Voter Authorization Cards shall be kept in a secure place until they are delivered to the Prince George's County Board of Elections for certification.
9. Tally sheets shall be verified, signed and dated by the Chief Judge and members of the Board. Tally sheets, together with spoiled ballots, those not distributed and not used shall be placed in envelopes, sealed, signed across the seal by at least three members of the Board and returned to the Town Clerk.

D. Announcement of Election Results: The Chief Judge shall announce the five candidates receiving the highest number of votes as Councilmembers-elect, with the candidate receiving the highest number of votes as Mayor-elect, and the candidate receiving the second highest number of votes as Mayor Pro Tem-elect. The Chief Judge shall also announce the results of any Ballot Questions.

E. Statement of Election Results: The Chief Judge shall, within forty-eight (48) hours, sight the Statement of Election Results that has been prepared by the Town Clerk for submission to the County. The Statement of Election Results shall also be dated and signed by at least three members of the Board, placed in an envelope, sealed and signed across the seal by three members of the Board.

F. Reporting Election Results and Certification: The Town Clerk shall deliver the Statement of Election Results, the marked voter registration list, Voter Authorization Cards, absentee and provisional ballots to the Prince George's County Board of Elections within four days after the election. The County Board of Elections will independently tally the votes, including confirmed provisional votes, and certify the election. The Town Clerk will submit to the State Board of Elections an electronic copy of the election results for each office or question voted on at the election within thirty days of the election certification.

After tallying the votes, the Prince George's County Board of Elections will return the voter registration lists, Voter Authorization Cards, and voted ballots, which shall be retained by the Town for a period of at least six (6) months.

G. Runoff Elections: If one or more Council seats, or the positions of Mayor and Mayor Pro-Tempore remain unfilled because of an equal number of votes being received by two or more candidates, a runoff election shall be held among those candidates for the Council Seat or seats remaining unfilled. Such election shall be held no later than the second Tuesday of June in accordance with the provisions of Chapter V of the Town Charter.

Section 8 Town Council Selections to Fill Mid-Term Vacancies

In the event a vacancy occurs on the Town Council, the remaining councilmembers shall appoint a qualified resident to fill the vacancy in accordance with Sections 302 and 309 of the Town Charter. The appointment must be made within forty-five (45) days of the occurrence of the vacancy and shall be for the remainder of the current term. The vacancy can be filled by public solicitation of applications or by appointment of a candidate who ran in the previous Town Council election. The swearing-in of an appointee shall take place at the earliest available Town meeting after an appointment has been made. The swearing-in shall mark the date at which an appointee becomes a full member of the Town Council with all attendant powers and duties.

A. Public Solicitation of Applications: If appointment of a successor is made by public solicitation of applications, the vacancy shall be advertised as soon as feasible in the Town Bulletin, Town website, special mailing and/ or other suitable means of public outreach. The public notice shall state the deadline for submitting applications, and the qualifications for serving on the Town Council.

After the deadline for submissions has passed, the Town's Ethics Commission shall review the Financial Disclosure Forms submitted by the applicants to ensure all comply with the requirements set forth in Ordinance 110 - Ethics. The Town Council shall set a date for interviewing the qualified applicants. The interviews shall be conducted individually in executive session, which may be held during a regularly scheduled worksession, or a special meeting called for this purpose. Selection of the preferred candidate shall be made in executive session and announced in the next Town Bulletin and/ or by other suitable means of public outreach, as needed.

B. Appointment of previous Town Council candidate: Alternatively, the Town Council may offer a vacant Council seat to a qualified candidate who ran in the immediately preceding election and received the next highest number of votes after the top five (5) vote getters. If the candidate accepts the offer, the selection shall be announced in the next Town Bulletin and/ or other suitable means of public outreach, as needed.

C. Special Election: If a vacancy cannot be filled by appointment within forty-five (45) days of its occurrence, the Board of Election Supervisors shall call a special election. The special election shall not be held sooner than forty-five (45) days and not later than sixty (60) days after the occurrence of the vacancy. A public notice of such an election shall be given as soon

as feasible by a special mailing and/ or by other suitable means of public outreach.

D. Multiple Town Council Vacancies:

1. In the event a second Town Council vacancy occurs within three (3) months of the first vacancy, the Town Council may offer the vacant seat to any of the other applicants for the first vacancy without initiating a new round of public solicitation of applications.
2. If more than one (1) vacancy occurs at the same time, the Board shall call a special election, which shall not be held sooner than forty-five (45) days and not later than sixty (60) days after the occurrence of the vacancy, in compliance with Section 309 of the Charter.
3. In the event that three (3) or more members of the Council are no longer active, the remaining members of the Town Council shall appeal to the District Court or the Circuit Court to appoint an Administrator to take charge of the Town Government and provide continued service, and call for an election in accordance with the provisions of the Town Charter and the State of Maryland's Election Law Article.
4. In the event there are no active members remaining on the Council, five (5) concerned citizens qualified to vote may proceed as outlined in Section 8 D (3).

Section 9 Ballot Questions

The sitting Town Council will by Resolution, on its own initiative or upon receipt of a petition signed by 25% of the qualified voters add non-binding questions to the ballot at the next general election or special election held for the purpose to receive the advice or input from the Town's voters on different topics. Said resolution shall list each question and provide detailed background information on why this topic is important. The Resolution shall be introduced at the March Town Meeting, prior to the general election or at a suitable time for a special election. Ballot questions shall be included in the sample ballot and posted in the Bulletin or other suitable forms of outreach.

Section 10. AND BE IT FURTHER ORDAINED If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the Town that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

Section 11. AND BE IT FURTHER ORDAINED that this emergency Ordinance shall take effect twenty days after adoption if not petitioned to referendum as authorized by law.

INTRODUCED by the Mayor and Town Council of the Town of Berwyn Heights, at a regular meeting on October 11, 2023, and thereafter this Ordinance was prominently posted in the Town Hall and available for inspection by the public.

ADOPTED by the Mayor and Town Council of the Town of Berwyn Heights at a regular meeting on November 8, 2023.

Adopted 3/12/80
Effective 4/1/80
Revised 2/14/96
Effective 4/2/96

Adopted 09/11/99
Effective 09/29/99
Introduced 9/9/2015
Adopted 11/18/2015
Adopted 11/8/2023
Effective 11/28/2023