



**Ordinance 25-01**  
**Municipal Employee and Contractor Political Activity Ordinance**  
**Effective: September 11, 2024**

**AN ORDINANCE OF THE CITY OF NEW CARROLLTON MUNICIPAL EMPLOYEE AND CONTRACTOR POLITICAL ACTIVITY**

**WHEREAS**, the City of New Carrollton aims to ensure transparency and modify policies regarding employee conduct as it relates to the political process; and

**WHEREAS**, the City of New Carrollton aims to promote a healthy work environment free from political pressure so that all employees can focus on the execution of their job responsibilities.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED, BY THE CITY COUNCIL OF THE CITY OF NEW CARROLLTON:**

**SECTION 1. PURPOSE**

The purpose of this ordinance is to establish guidelines and restrictions on political activities for employees, elected officials and contractors of the City of New Carrollton, in order to maintain the integrity and impartiality of the City.

**SECTION 2. DEFINITIONS**

**For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this section:**

**2.1 EMPLOYEE.** SHALL REFER TO ANY INDIVIDUAL EMPLOYED BY THE CITY OF NEW CARROLLTON, INCLUDING FULL-TIME, PART-TIME, AND ELECTED OFFICIALS.

**2.2 ELECTED OFFICIAL.** SHALL REFER TO ANY INDIVIDUAL DULY SWORN TO HOLD OFFICE AS A RESULT OF WINNING AN ELECTION OR HAVING BEEN DULY APPOINTED BY THE MAYOR TO FILL THE SEAT OF AN ELECTED OFFICIAL AS A RESULT OF A VACANCY.

**2.3 CANDIDATE.** SHALL REFER TO ANY INDIVIDUAL WHO HAS FILED AND APPROVED BY THE CITY BOARD OF ELECTIONS AND CITY BOARD OF ETHICS FOR CANDIDACY TO HOLD OFFICE.

**2.4 CONTRACTOR.** SHALL REFER TO ANY INDIVIDUAL OR ENTITY UNDER CONTRACT WITH THE CITY OF NEW CARROLLTON TO PROVIDE GOODS OR SERVICES.

**2.5 POLITICAL ACTIVITY.** SHALL REFER TO ANY ACTIVITY RELATED TO THE CAMPAIGN FOR ELECTION TO PUBLIC OFFICE, OR SUPPORT OR OPPOSITION OF ANY CANDIDATE OR POLITICAL PARTY.

**SECTION 3. PROHIBITED ACTIVITIES**

3.1 Employees, elected officials, and contractors of the City of New Carrollton shall not engage in political activities during working hours or while on City property.

3.2 Employees, elected officials, and contractors shall not use City resources, equipment, or facilities for political activities.

3.3 Employees and contractors shall not engage in political activities that could create a conflict of interest or the appearance of impropriety.

3.4 Employees who are residents of the City may display political yard signs at their home but shall not be engaged to support a candidate for Citywide office while on the job.

3.5 The City Seal or Emblem shall not be used in any materials disseminated by any Candidate for office or on behalf of any candidate for office. It is the responsibility of the candidate to ensure that all materials created on their behalf are following this ordinance.

3.6 Candidates and Elected Officials shall not disseminate campaign materials at any official City function put forth by the City of New Carrollton.

3.7 Employees, Candidates, and Elected Officials shall not display campaign materials on City Property with the exception of Election Day whereby signs can be posted at City Hall until the polls close.

#### **SECTION 4. PENALTIES**

4.1 Violation of this ordinance may result in disciplinary action, up to and including termination of employment or termination of contract with the City.

4.2 Any elected official or candidate for elected office found to have violated this ordinance may be subject to fines or other penalties as determined by the City's Board of Ethics, Board of Elections or Human Resources.

4.3 Multiple violations of these provisions by a Candidate or Elected Official may result in City's Election Board or City's Board of Ethics holding said Candidate or Elected Official ineligible to hold or run for office indefinitely.

#### **SECTION 5. REPORTING**

5.1 Employees and contractors of the City of New Carrollton shall report any potential conflicts of interest or violations of this ordinance to their supervisor or the City's Ethics Committee.

5.2 The City's Ethics Committee or Elections Committee shall have jurisdiction to investigate any complaints or concerns regarding potential violations of this ordinance in consultation with the City Attorney.

#### **SECTION 6. ENFORCEMENT**

6.1 The City's Human Resources Department shall be responsible for enforcing this ordinance and ensuring compliance by employees and contractors.

6.2 The City's Ethics committee shall be responsible for enforcing this ordinance and ensuring compliance by elected officials.

6.3 The City shall provide training and education to employees and contractors on the requirements of this ordinance during the on-boarding process; during the month of January in all general election years and within 30 days of a Special Election.

6.4 The City shall include information regarding these provisions to all vendors as a part of any vendor agreement entered into by the City.

**SECTION 7: SEVERABILITY**

7.1 If any provision of this ordinance is found to be invalid or unenforceable, the remaining provisions shall remain in effect.

**SECTION 8: EFFECTIVE DATE**

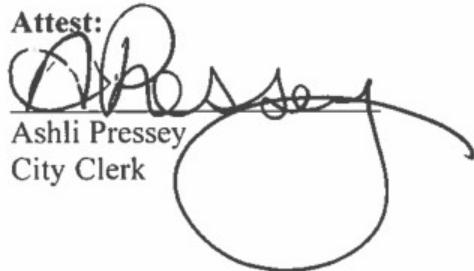
This ordinance shall take effect thirty (30) days after its passage.

INTRODUCED AND ENACTED BY THE CITY COUNCIL OF NEW CARROLLTON,  
MARYLAND ON AUGUST 21, 2024.

**PASSED, APPROVED, AND ADOPTED ON AUGUST 21, 2024.**

**EFFECTIVE DATE: SEPTEMBER 21, 2024**

Attest:

  
Ashli Pressey  
City Clerk

City of New Carrollton

  
Briana Urbina  
Chair City Council

Date: 8/23/2024

Approved for legal sufficiency:

  
Jason Deloach, Esq.  
City Attorney

Approved:

  
Katrina Dodro  
Mayor

Date: 8/23/24

