

## M E M O R A N D U M

**To:** Howard Tipton, Town Manager  
**Through:** Trish Shinkle, Town Clerk  
**From:** Savannah Cobb, Deputy Town Clerk II  
**Report date:** September 18, 2024  
**Meeting date:** November 4, 2024  
**Subject:** Ordinance 2024-10, Establishing the 2025 Election Dates

### **Recommended Action**

Forward Ordinance 2024-10 to the December 2, 2024, Regular Meeting for second reading and public hearing.

### **Background**

Article II, Section 4, of the Town's Charter, sets the date for the Town's Preliminary Election as the last Tuesday in January when three or more individuals qualify to run for the same seat and sets the General Election as the third Tuesday in March. The Charter allows the alignment of the Town's elections with any other county-administered election.

In conjunction with the coordination of dates with both Manatee and Sarasota County Supervisor of Elections offices, Ordinance 2024-10 provides for the date of January 28, 2025, for a Preliminary Election (if required) and March 11, 2025, for the General Election. Ordinance 2024-10 also provides for ballot presentation, early voting, and required advertising.

Town Code Chapter 36, Elections, provides for establishing early voting per State law and established procedures. The dates for early voting will be coordinated with the schedules offered by the Supervisor of Elections offices.

Due to the timeframe for the qualifying period and the required notice to the Supervisor of Elections offices, the first reading of Ordinance 2024-10 is necessary prior to the end of the qualifying period on November 18, 2024, at noon. If there are not three or more individuals qualified to run for the same Town Commission seat, there will not be a need to hold the Preliminary Election in January.

After the qualifying period ends, the Ordinance will be updated as necessary based on the number of qualified candidates per seat, before second reading and public hearing at the December 2, 2024, Regular Meeting.

### **Staff Recommendation**

Forward Ordinance 2024-10 to the December 2, 2024, Regular Meeting for second reading and public hearing.

### **Attachments**

Ordinance 2024-10 (Available in the Town Clerk's Office)

**End of Agenda Item**