



2024

City of Laramie, Wyoming Municipal Elections Guide

City Hall Hours (406 Ivinson Ave)

Monday - Thursday	8am - 4 pm
Friday	8am - 2 pm

May 16, 2024

A MESSAGE TO CITY COUNCIL CANDIDATES

Congratulations on your decision to seek election as a member of the City of Laramie City Council. This election year, five (5) seats on City Council will be filled. All available seats are elected at-large, meaning they are voted upon by all qualified electors residing within city limits. If elected, your term will be for four (4) years beginning in January 2025.

This election guide is to provide you with general information related to serving as a City Council Member in the City of Laramie, Wyoming. We wish the best of luck in your run for election. If you have any questions, please reach out to me at 307-721-5233 or nancyb@cityoflaramie.org.

All applications must be received for municipal candidacy between May 16- May 31, 2024 at 2:00 pm by the City Clerk's Office. Please bring a valid driver's license with you to allow us to verify that you are the person filing for election.

Sincerely,

Nancy Bartholomew, CMC
City Clerk

Important Dates and Open Seats

Municipal Filing Period is May 16-May 31, 2024

(No exceptions can be made)

PRIMARY ELECTION-AUGUST 20, 2024

Polls open 7:00 a.m. to 7:00 p.m.

GENERAL ELECTION-NOVEMBER 5, 2024

Polls open 7:00 a.m. to 7:00 p.m.

MUNICIPAL OFFICE SEATS OPEN DURING THE 2024 ELECTIONS:

FIVE (5) CITY COUNCIL MEMBERS

Ward 1 – Two (2) Four Year Term (non-partisan)

Ward 2- Two (2) Four Year Term (non-partisan)

Ward 3 – One (1) Four Year Term (non-partisan)

Applications and additional information can be found on our website at www.cityoflaramie.org/elections. Municipal Ward Boundaries can be found at www.cityoflaramie.org/wards.

Applications must be accompanied by a \$25 filing fee and turned in the City Clerk.

QUALIFICATIONS FOR OFFICE OF CITY COUNCIL

- Must be a citizen of the United States, who is a bona fide resident of Wyoming
- Must reside within the City Limits
- Must meet provisions of Wyo. Stat. § 22-1-102 and 103, and § 22-23-301
- Must be registered to vote and a qualified elector (refer to Wyo. Stat. § 22-1-102 (a) (xxvi), which includes that persons must be at least 18 years of age on the day of the election.
- Must have lived within the ward they seek to serve in for at least one year.

THE APPLICATION FOR NOMINATION BY PRIMARY FORM IS THE ONLY PAPERWORK FILED WITH THE CITY CLERK

FORM OF GOVERNMENT

The City of Laramie is a City Manager form of government with nine (9) elected City Council members. Membership is elected from three ward with three members representing each ward. The City Manager is responsible for day-to-day operations, enforcement of the code adopted by the City Council, negotiations of land purchases, and providing a recommended budget to City Council.

The Mayor is elected at the first meeting in January after the general election and will serve a two year term after election by the majority of the council members. The Mayor is elected to preside over meeting and sign official documents approved by the City Council.

DUTIES OF OFFICE

CITY COUNCIL

Members of City Council serve as a legislative body and enact policy (resolutions), authorize laws (ordinances), and approve the annual budget appropriation ordinance. Each Council Member serves as a Council Liaison to selected Boards and Commissions which are determined by resolution at the first meeting in January after General Elections.

Each council members typically serve as liaison to 3-4 boards and commissions. More information regarding boards and commissions can be found at <https://cityoflaramie.org/873/Boards-Commissions>. Each board and commissions meets at specified meeting date, time and locations set forth in their ordinance, bylaws, or by resolution of the board or commission.

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Elected officials are sworn into office in January following a general election.

City Council terms are staggered 4-year terms to provide for continuity.

Before assuming official duties, all elected members swear (or affirm) to a constitutional oath and sign an official oath of elected office, which is filed with the Clerk/Treasurer.

Required Training after the 2022 Legislative Budget Session, Wyo. Stat. § 9-1-510 (a), and effective July 1, 2023, requires “All public officers who hold their position as of July 1, 2023 shall receive the training required by this act on or before July 1, 2024.” Within the new section of statute, a “public officer” is defined as “The person or person directly responsible for handling the accounts of their public office; and for entities managed by a governing body, members of the governing body with oversight over the person or persons directly responsible for handling the accounts of their public office.” The Wyoming Department of Audit is currently promulgating rules as to what type and how much specific training will be required. Please be prepared to participate in the required financial training if you choose to run for election at any level of government.

CURRENT MEMBERS OF THE GOVERNING BODY OF THE CITY OF LARAMIE, WYOMING

There are nine members of the governing body elected from three wards with three representatives in each.

- *Brian Harrington, Mayor (Ward 1)
- Micah Richardson (Ward 1)
- *Andi Summerville (Ward 1 elected)
- *Sharon Cumbie, Vice-Mayor (Ward 2 elected)
- *Jayne Pearce (Ward 2)
- Brandon Newman (Ward 2)
- Erin O’Doherty (Ward 3)
- *Pat Gabriel (Ward 3)
- Joe Shumway (Ward 3)

*Terms expire in January 2025

MEETINGS OF THE GOVERNING BODY

REGULAR MEETINGS: That the Regular Meetings of City Council shall be held on the first and third Tuesdays of each month at 6:30 o'clock p.m. and when such Regular meeting falls on a legal holiday or on a day of a regular State primary or general election or Municipal Special Election, such meeting shall be held on the next succeeding business day.

PRE-COUNCIL MEETINGS: That Pre-Council Meetings of City Council shall be held on the first and third Tuesdays of each month at 6:15 o'clock p.m. and when any such Pre-Council Meeting falls on a legal holiday or on a day of a regular State primary or general election or Municipal Special Election, such meeting shall be held on the next succeeding business day.

WORK SESSIONS: That Work Session Meetings of City Council shall be held on the second and fourth Tuesdays of each month and any other dates in which Council provides public notice at 6:00 o'clock p.m. and when any such regularly scheduled Work Session Meeting falls on a legal holiday or on a day of a regular State primary or general election or Municipal Special Election, such meeting shall be held on the next succeeding business day.

PUBLIC HEARINGS: That Public Hearings of City Council scheduled on the date of a Regular Council Meeting or a Work Session Meeting shall be set for a time commencing prior to the start of the Meeting or any other time designated by City Council and shall not be set on a day of a regular State primary or general election or Municipal special election.

LOCATION: That Pre-Council Meetings, Regular Council Meetings, Council Work Session Meetings, and Public Hearings shall be held at City Hall, Council Chambers, 406 Iverson Avenue or at such other location within the City and upon notice to the public.

HYBRID FORMAT: That all meetings of the City Council shall be held in hybrid format to allow attendance in person and via web-conferencing.

LIMITATIONS FOR WEB-CONFERENCING: That the Council suspend Rule 1.G.5. to temporarily remove the limitation to allow council members to only attend council meetings five (5) times annually via web conferencing.

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City Council Rules of Procedure are adopted by resolution, current edition Resolution 2023-84 available at www.cityoflaramee.org/resolutions.

Robert's Rules of Order Newly Revised Edition is followed for procedure when the adopted Rules of Procedure are silent.

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Meeting agendas are prepared by City Clerk and are generally available the Friday prior to each meeting at www.cityoflaramee.org/agenda; minutes and recordings of meetings of the governing body are available on this website with the agenda once they become available for review. The minutes are

published in the local newspaper selected at the first meeting in January after a General Election.

COMPENSATION /BENEFIT INFORMATION

Each Council Member is paid \$150.00/day for regular, special or work session meetings attended effective January 1, 2025. Each Council Member and the Mayor may choose to waive compensation. Please contact the Clerk for more information.

WYOMING'S CAMPAIGN PRACTICES ACT

Title 22 of Wyoming Statutes pertains to the State's election code and contains provisions that apply to candidates for municipal offices. Certain forms, such as candidate receipts and expenditure forms, candidate campaign committee reporting forms, etc., must be submitted to the Albany County Clerk's Office located at 525 Grand Ave, Laramie, WY, by specified deadlines. Municipal candidates file all forms, except the initial Application by Nomination by Primary form, with the Albany County Clerk's office. Websites containing the forms and other election/filing information, including Hatch Act and Help American Vote Act information, are as follows:

Wyoming Secretary of State <http://soswy.state.wy.us>

Albany County Clerk <https://www.albanycountywy.gov/164/Elections>