



# MEMORANDUM

**To:** Honorable Mayor and Town Council

**From:** Rafael G. Casals, Town Manager

**Date:** July 17, 2015

**Re:** **Second Reading**  
Establishing Candidate Qualifying Period for the 2016 Municipal General Election

## REQUEST

**AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, ESTABLISHING THE CANDIDATE QUALIFYING PERIOD FOR THE 2016 MUNICIPAL GENERAL ELECTION; PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

The November 8, 2016 Town of Cutler Bay municipal election will be held for the purpose of filling the seats of Vice Mayor and Seat 2. Miami-Dade County Elections Department conducts the Town of Cutler Bay municipal elections and they are preparing for the busy 2016 election cycle. They have requested that the Town of Cutler Bay provide them with the dates for candidate qualifying and, if necessary, candidate run-off election. The Town of Cutler Bay has in the past set the candidate qualifying dates by Ordinance. It is noted by staff that the neighboring municipalities of Palmetto Bay and Pinecrest will also be holding municipal elections on November 8, 2016 and have already set the dates for qualifying of candidates as August 1, 2016 through August 12, 2016. In addition, both Palmetto Bay and Pinecrest (along with other municipalities) have set the date of November ~~22~~29, 2016 in anticipation of a run-off election.

## RECOMMENDATION

In order to provide Miami-Dade Elections Department with the requested deadlines so that they may include the Town of Cutler Bay in their election plans and duties, it is recommended that the Town Council adopt an ordinance as soon as possible, setting both the dates for the qualifying of candidates and the date of the run-off election. Noting that our neighboring municipalities have already set dates and that they have already been calendared by Miami-Dade Elections, it is recommended that the Town Council set the dates for qualifying of candidates as July 26, 2016 through August 12, 2016 and the possible run-off election as November ~~22~~29, 2016.

