



National Alliance of Resident Services
in Affordable and Assisted Housing

2026 RESIDENT COUNCIL ELECTION PROCEDURES

The Housing Authority of Baltimore City (HABC) acquired the services of the National Alliance for Resident Services in Affordable and Assisted Housing (NAR-SAAH), under the leadership of Dr. Samuel Little, to be the Independent Third Party Monitor (ITPM) for the 2026 resident council elections. Procedures were developed to insure an election process that conforms to 24 CFR 964 regulations as well as requirements of HUD and HABC.

1. Who May Run As A Candidate?

All candidates for election will be certified after the Interest/Organizing Meetings in March by the ITPM. All candidates must meet the following eligibility requirements:

- a. Be a resident at the designated HABC development.
- b. Be eighteen years of age or older.
- c. Name must appear in the HABC lease.
- d. Is lease compliant.
- e. Lived at least six consecutive months at the property prior to the election.
- f. Submit a Candidate Filing Form.
- g. File a petition affidavit with the ITPM that contains the signature of a minimum of 20 adult residents at the development.
- h. Participate in a mandatory orientation and four training sessions conducted by the ITPM.

2. Who Is Eligible to Vote?

All resident council elections will be held at the development. To qualify as a voter, a resident must be/have:

- a. A residents at HABC.
- b. Eighteen years of age.
- c. Named in the lease.
- d. In full compliance with the lease.



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- e. No rental payment delinquency if head of household.
- f. A valid picture ID (Maryland Driver's License, State ID, Passport, or HABC ID).
Live-in aides and their adult children are not eligible to vote.

3. Interest/Organizing Meetings

These meeting must be held a minimum of 30 days prior to the resident council elections. The purpose of these meetings is to discuss the election procedures. The meeting agenda will include:

- a. Importance of Resident Councils
- b. Election Procedures
- c. Mandatory Orientation for Candidates
- d. Eligibility Requirements for Candidates
- e. Nominating Process
- f. Campaigning and Literature
- g. Voting and Ballots
- h. Certification of Election Results
- i. Filing a Complaint/Grievance
- j. Responsibilities of Officers
- k. Swearing-in Ceremony

It is important to understand that a resident is not eligible to become a candidate for office if he/she has a case pending in court as the result of a HABC lease violation. Essentially, a resident can have no pending lease violations.

4. Candidate Filing Form

All candidates for office must complete and submit a Filing Form to the ITPM. The email address is narsaah.ceo@gmail.com.



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5. Candidate Forum

A candidate forum will take place at each development to allow candidates to discuss their views and answer questions from the residents at their property.

6. Campaigning by Candidates

Campaigning by candidates may begin once their eligibility has been certified by the ITPM and may continue until the day of the election. Candidates will be responsible for designing and printing their posters, flyers, and other campaign literatures. Tenant Participation Activity (TPA) funds cannot be used for campaigning purposes. On the day of the elections, campaigning cannot be conducted inside the voting area or within 20 feet of the voting area. **Voting residents of the development are the only persons authorized to be in the voting area.** The ITPM will disqualify any candidate who does not comply with these requirements.

7. Review and Approve Candidates' Campaign Materials

Once candidates have received an orientation conducted by the ITPM, they will be permitted to campaign subject to the official rules provided to them at orientation. All candidates will be encouraged to form a committee of peers to help get out the word during their candidacy. It is important that candidates remain cautious at all times of their actions. Any damage to public or personal property during the campaigning phase will be viewed as a lease violation and will result in a candidate's disqualification by the ITPM.

8. Printing and Distributing Election Procedures

The ITPM will create, print, and reproduce all procedures (including forms) for the resident council elections. They include:



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9. On Election Day

In order to be eligible to vote on election day, residents must:

- a. Go to the polling site and present a valid identification card (i.e., Maryland Driver's License or an ID issued by HABC).
- b. Be on the roster of renters issued by the Asset Manager.
- c. Sign the attendance sheet.
- d. Complete an official ballot provided by ITPM.
- e. Deposit the ballot in the sealed ballot box.

Only one ballot can be submitted. Absentee ballots will not be permitted. Polls will be open as shown on the Calendar of Resident Council Election Activities. Accommodations will be made for residents who have a disability, are employed, enrolled in a workforce training program, or attending college. If requested within two weeks of the election, the ITPM will take a ballot to the unit of a resident who is housebound due to a disability.

10. Monitoring by the ITPM

Monitoring of activities will occur throughout the voting schedule. The ITPM's team will respond promptly whenever a situation arises that requires a response. A Monitoring Check List will be used during the monitoring phase.

11. Special Accommodations

Any resident who is eligible to vote but is unable to get to the polling site on Election Day due to any documented health/disability reason will be given a special accommodation if they request it. The ITPM will explain the process during the Interest Meetings. Residents in need of this service will complete a Special Accommodations



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Pre-Election Request Form (which lists the name and unit number of residents who qualify for a special accommodation). This form should be submitted to the ITPM no later than two weeks prior to the election at their property. The ITPM staff will visit these residents before the polls open and allow them to vote. These ballots will be secured in a ballot box and counted on Election Day with all other ballots.

12. Publicizing the Outcome of the Election

At the conclusion of the election, ballots will be removed from the boxes and tabulated by the ITPM. Witnesses will include RAB officers. A Voting Results Roster will be submitted to HABC within one days, and the results will be posted on the development within two business days. Ballots will be maintained for a minimum of one year by HABC. Official results will be posted in the community room, resident council office, and at the asset management office.

The newly-elected officers for 2026 - 2029 will be contacted by the ITPM to schedule a swearing-in ceremony. The date for this event will be determined by HABC. The ITPM will conduct the swearing-in ceremony and administer the Oath of Office to newly elected resident council officers.

13. Filing a Complaint/Grievance

If a resident protests the election process, he/she must email a letter of protest to the ITPM. The letter must be received by the ITPM no later than 5:00 p.m. on the third (3) working day after the election. The email address of the ITPM is narsaah.ceo@gmail.com. Text and telephone messages will not be accepted. The letter must include all evidence of the violation(s) and describe the issue(s) or concern(s) and explain which election procedure was violated and how the violation relates to the issue or concern raised.

The ITPM has three (3) working days from the date and time the formal letter was received to respond in writing. A copy of the decision will be sent to the President of RAB and Constituent Services Manager.



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If a resident is dissatisfied with the response of the ITPM, the protester may appeal in writing to the Constituent Services Manager, who will review the protest and the ITPM's response in order to make a final decision. The written appeal must be filed by 5:00 p.m. on the second working day from the date of the decision by the ITPM.

A final decision will be made within two (2) working days from the date of the receipt of the appeal, which will be sent to the protester and the ITPM. The decision by the Constituent Services Manager will be final.

14. Orientation and Training for Resident Council Officers

Immediately following the election, the ITPM will provide an orientation (9:00 – 3:00) for resident council officers. Additional, six training sessions (9:00 – 3:00) are being developed as well. Attendance will be mandatory at these professional development activities.

15. Forms and Documents

The following forms and documents will be used during the 2026 resident council elections:

- a. Calendar of Resident Council Election Activities
- b. Election Poster and Flyers (TBD)
- c. Attendance Sheet for Interest/Organizing Meetings
- d. Candidate Filing Form
- e. Roster of Receipts for Filing Forms
- f. Announcement for Candidate Forum
- g. Attendance Sheet for Candidate Forum
- h. Petitions
- i. Certification to Run for Office
- j. Certification of Election
- k. Sample Election Ballot
- l. Pre-Election Accommodation Form