

M E M O R A N D U M

TO: Howard Tipton, Town Manager
THROUGH: Trish Shinkle, Town Clerk
FROM: Stephanie Garcia, Deputy Town Clerk II
REPORT DATE: October 16, 2025
MEETING DATE: November 3, 2025
SUBJECT: Ordinance 2025-10, Establishing the 2026 Election Dates

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 2025-10 provides for the date of January 27, 2026, for a Preliminary Election (if required) and March 10, 2026, for the General Election. Ordinance 2025-10 also provides for ballot presentation, early voting, and required advertising.

Chapter 36, Elections, of the Town Code, 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 2025-10 is necessary prior to the end of the qualifying period on November 17, 2025, at 12:00 P.M. (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 8, 2025, Regular Meeting.

Staff Recommendation

Forward Ordinance 2025-10 to the December 8, 2025, Regular Meeting for second reading and public hearing.

Attachments (Available in the Town Clerk's Office)

- A. Ordinance 2025-10
- B. Business Impact Estimate

End of Agenda Item