

Election Day is fast approaching, and we wanted to provide all candidates with election information and updates.

ABSENTEE BALLOTS

Our initial mass-mailing of ballots will be delivered to the post office on September 28th. Voters can request absentee ballots be mailed to them through November 3rd. If you are interested in obtaining a list of absentee voters, **please email City Clerk, Cortney Hanson at chanson@cityofnovi.org.**

SIGNAGE

Election Sign Guidelines

The City of Novi encourages active participation in the electoral process. Campaign signage supporting political candidates, and campaign signage supporting or opposing are part of the democratic process. It is our goal to support all participants with easy-to-follow guidelines for the placement of political signs in the great City of Novi during the weeks preceding an election. ***(For more information, please contact the Ordinance Division of the Community Development Department at 248.735.5678)***

Helpful Election Sign Information

1. Sign may not be placed in the Right-of-Way or on City-owned property.
2. Sign placed on private owned property require landowner's approval.
3. Right-of-Way may increase in width or include triangular proportions behind sidewalks at street corners.

Size and Number of Signs Allowed

1. Accumulative sign areas of non-residential parcels of land are 64 sq. ft. No signs may be larger than 20 sq. ft. in area. No sign may exceed six (6) feet in height. ***(See below for residential guidelines)***

Sign Posting Timeframes

1. Temporary signs are allowed on all parcels of land according to the table in Chapter 28-6 of the City Code.
2. Temporary sign area increases in a residential district 60 days prior to a schedule election and shall revert to the regulation in the table three (3) days after an election.

Right-of-Way Verification

1. To verify Right-of-Way sign placement, please visit cityofnovi.org and click on the Community tab and select Map Gallery. Please click on Land Record Map and select **Land Record and Parcel Interactive Map**. Narrow your search by expanding the Map Layer features to include Land Ownership Details and Right-of-Way Designations.

Election Day Polling Location Signage

1. Signs must be placed one hundred (100) feet away for the polling location.
2. Personally attended signs are permitted outside of the one hundred (100) foot boundary.
3. Signs may be placed on the ground of the public property as long as they are personally attended and not in the Right-of-Way.

Enforcement

1. Ordinance Enforcement Officers will remove illegally place signs. As a courtesy, signs will be place in a designated area at the DPW facility located at 26300 Lee Begole Drive.

City Ordinance Sec. 28-6. – Temporary Signs

Temporary signs may be erected in accordance with the use, area, height, and placement regulations of this section. No permit shall be required except as specifically provided in this section.

Maximum size, maximum height, and permitted type of temporary signs per feet

- ☐ The permitted use for a single-family residential property is freestanding wall; the maximum area of all temporary signs being 10 square feet/ 6 square feet; the maximum area of an individual sign being 6 square feet/6 square feet; the maximum height (freestanding) 4 feet.
 - ☐ The permitted use for a multiple-family residential property is freestanding; the maximum area of all temporary signs being 32square feet; the maximum area of an individual sign being 16 square feet; the maximum height (freestanding) 6 feet.
 - ☐ The permitted use for nonresidential use in RA, R-1 through R-4, RT and MH districts is freestanding wall; the maximum area of all temporary signs being 40 square feet/ 20square feet; the maximum area of an individual sign being 20 square feet/20 square feet; the maximum height (freestanding) 6 feet.
 - ☐ The permitted use for nonresidential uses in all other districts is freestanding wall; the maximum area of all temporary signs being 64 square feet; the maximum area of an individual sign being 20 square feet/20 square feet; the maximum height (freestanding) 6 feet.
- a) In recognition that there is a need for additional expression of speech prior to a scheduled election, the following applies for a period of sixty (60) days prior to until three (3) days after a city-designated election day on which there is at least one (1) ballot item: the maximum allowable area of temporary signs shall be increased to sixty-four (64) square feet in all districts. The maximum area of an individual sign remains as stated in the table above during this period.
 - b) Temporary signs shall be constructed of durable, all-weather materials and designed to remain in pace and in good repair so long as they remain on display.

- c) Display of temporary banners shall be limited to a total of twenty-eight (28) days per calendar year. Such signs shall not be displayed for any continuous period greater than fourteen (14) days. A permit for a temporary banner shall be required (provided, however, that no fee shall be required). No more than three (3) permits for any one (1) parcel of land shall be permitted per year.
- d) Temporary signs shall be subject to the maintenance standards of this section.
- e) The maximum display time of freestanding temporary signs is sixty-four (64) days. After this time expires, the sign shall be removed. Once the temporary sign is removed, there shall be a gap of at least thirty (30) days between display of the same temporary sign on the same zoning lot.
- f) When all or a portion of a building or land area on a zoning lot is listed for lease, the maximum display time of freestanding temporary signs shall be ninety (90) days and temporary signs mounted on building walls shall also be permitted for up to ninety (90) days. When all or a portion of a building or land area on a zoning lot is listed for sale, the maximum display time of freestanding temporary signs shall be for the duration of the time the building or land area is listed for sale. The sign area limits in the table above apply.
- g) In addition to any other temporary sign allowed in this section, the city council may, by resolution, allow temporary sign in connection with an event or promotion, and may as part of the resolution impose such limitations as to size and duration as it deems appropriate. Application for such additional sign must be made to the city, on a form provided by the city, which shall include an acknowledgement and permission for the city to enter upon the property to remove the sign if it is not removed by the applicant within the time specified in the resolution.
- h) A residential subdivision, site condominium, or condominium that required and obtained site plan approval under appendix A of this Code, the zoning ordinance, shall be considered a nonresidential use until eighty (80) percent of the lots or units are issued certificates of occupancy.

(Ord. No. 17-188 , Pt. I, 3-27-17)

Election-related signs fall under the “temporary signs” section of City Ordinance. Signs may be placed up to 60 days prior to an election and must be removed within three days following the election. Please refer to the attached sign guidelines for information on the permissible size and placement of signs. If you have specific questions or concerns about election-related signs, please contact our Code Compliance Officers at (248) 735-5678.

In the past, some of our precinct locations have expressed frustrations regarding the placement of election signs on their property. Several of our precinct locations are private property (except on Election Day) and require the consent of the property owner to place signs there. Please be courteous to our precinct locations and also remember to remove signs within three days following the election.

GUIDE TO USING THE MAPPING PORTAL

<https://www.cityofnovi.org/Community/Map-Gallery.aspx>

1) Select Land Records and Parcels Interactive Map

Land Records Maps

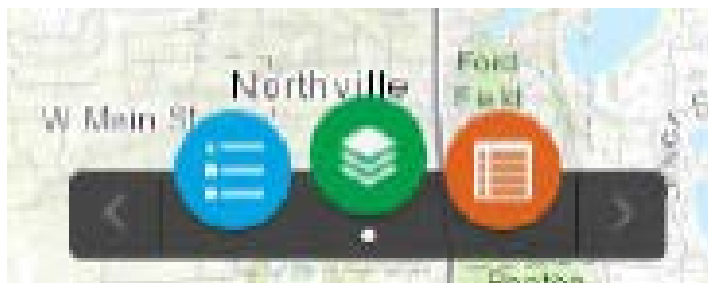


Land Records and Parcels

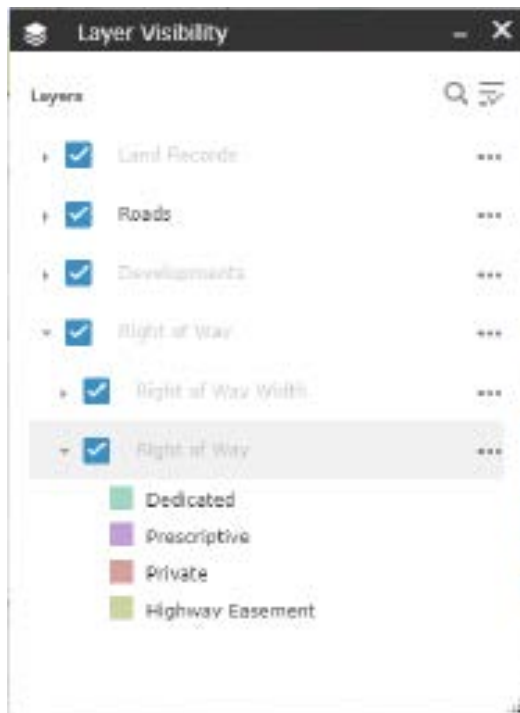
View tax parcel boundaries and property assessment information for properties located within the City of Novi.

[Interactive Map](#)

2) Select Layer Visibility (green icon in the bottom middle of screen)



3) Under the Right of Way layer, expand Right of Way options as depicted below: Election-related signs cannot be placed in any of these 4 categories of right-of-way.



4) Click the Basemap Gallery in the top right corner and select 2017 Aerial



Now you can maneuver through the map and zoom in as needed to determine where the right-of-way is. The image below is an example of what you should see after following those steps. This is zoomed in to the intersection of Taft Road/10 Mile Road.



****Any signs placed on private property require the permission of the property owner.**

CAMPAIGNING

Campaigning is an integral part of the election process and is allowable in most settings, however there are some rules that must be followed.

City Facilities

Campaigning is not permissible inside City-owned facilities. This includes wearing a shirt, button, hat, etc. that bears a candidate's name. However, anyone is welcome to stand outside of a City-owned building to campaign, provided it does not interfere with traffic or entrance into the building or its surrounding areas.

Individuals and/or groups reserving a City facility for the purpose of political activity must complete the Parks, Recreation & Cultural Services facility rental application. The deposit must be paid in full at the time the application is submitted. The renter is subject to all the rules and regulations as stated in the application.

City Sponsored Events

Organized political activity at City functions, like the Memorial Day Parade, Spring Palooza, etc. is not permitted. Current elected officials that are invited to city sponsored events are asked to refrain from distributing merchandise (buttons, t-shirts, mugs, etc.) that are politically charged, or represents an organization that is affiliated with a political party. **Candidates are also asked to refrain from campaigning, distributing merchandise or wearing any materials at city sponsored events.**

Election Day Campaigning

Per state law, no person is permitted to solicit voters or engage in any type of campaigning within 100 feet of any doorway used by voters to enter the building in which a polling place is located.

CANDIDATE SPOTLIGHT POLICIES & PROCEDURES

“Candidate’ Spotlight” provides an avenue to educate voters. This program gives candidates the opportunity to present issues in a “staged” address via cable television.

Recording/Taping schedule is as follows:

Monday, September 18th, 4 – 7 p.m.

Tuesday, September 19th, 1 – 4 p.m.

Wednesday, September 20th, 7:30 – 10 a.m.

Candidate Address

- Candidate is to arrive at least 15 minutes early prepared to practice before taping.
- Candidates will receive a **maximum** of three (3) minutes to speak on camera. At the end of the three (3) minutes, the director will fade to black and cut the audio. Candidates may use less than the maximum allotted time. If less time is used the director fades to black at the conclusion of the presentation.
- Candidates will have only one (1) retake option. If the candidate is unsatisfied with the first “take”, the candidate may retake his/her address, however the first taping will be taped over (erased) and the second “take” will be used without further changes.
- Candidates have sole discretion over the content of the address. Studio 6 will not edit the taping for content. Studio 6 will only edit to compile all the candidates’ addresses for a complete show.
- The use of obscenity, profanity or derogatory statements about others is not allowed.
- If the Candidate stops or pauses and does not continue, this will be considered a ‘take’.
- If there is a technical error, Studio 6 will allow a ‘redo’ and not count it as a ‘take’.

Production Procedures

The shot composition (framing) of the camera will be a medium shot (head and shoulders) with the candidate looking directly into the camera. The camera will NOT move during the production.

- Candidates may stand or sit on a stool utilizing a podium.

- Each candidate will have a title graphic across the bottom of the screen throughout the entire address consisting of the candidate's name as spelled on the official ballot and the office for which the candidate is running.
- Candidates may use visual aids in the taping, but the camera shot will not be changed to accommodate these.
- Jewelry including buttons, pins, or broaches may be removed at the director's discretion, due to studio lights and glare.
- Candidates may use note cards during their address.
- Studio 6 will provide TIME CUES to each candidate: (3 min., 2, 1, 30 second, 10 second countdown). After the ten second countdown the director will fade immediately to black. **No exceptions.**
- Candidates will have a maximum of ten (10) minutes prior to the taping to rehearse the presentation in the studio.
- Candidates **must sign a Talent Release Form**, provided prior to taping, allowing Studio 6 to run this on the Novi access channels and post to the Video On Demand section of cityofnovi.org.
- **Candidates are not allowed to use audio or visual reproductions of the Spotlights after the program is taped for campaign or commercial advertising.**
- If a candidate is late or a no-show, the opportunity to participate in the Candidate Spotlight may be forfeited. Production deadlines may prevent rescheduling.
- Candidate addresses will run back-to-back by office alphabetically (by candidate's last name) on the final program.

Teleprompter Usage

- Candidates will have 10 practice minutes. Studio 6 Staff will operate teleprompter.
- Candidate must email their three (3) minute speech in advance. Studio 6 will not review or edit copy. Format must be a Word Doc. **Please email it to: swalsh@cityofnovi.org at least two (2) hours prior to taping.**
- There will be no editing content once imported. If the speech is not prompter ready the prompter will not be used and the Candidate will need to refer to hard copy.

ICMA CODE OF ETHICS

The City Manager is a member of the International City/County Manager's Association and is beholden to their code of ethics. One of the tenets is to remain politically neutral, i.e., will not be able to participate in any campaign related activities or appear in any materials. The full code of ethics is listed below:

- 1) The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further

this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

- 2) We believe professional management is essential to effective, efficient, equitable, and democratic local government.
- 3) Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.
- 4) Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- 5) Serve the best interests of all community members.
- 6) Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.
- 7) Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.
- 8) Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
- 9) Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
- 10) Keep the community informed on local government affairs. Encourage and facilitate active engagement and constructive communication between community members and all local government officials.
- 11) Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
- 12) Manage all personnel matters with fairness and impartiality.
- 13) Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in April 2023