



# **How to Run For Office**

Candidate Information Packet

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## How to Run for Office – Candidate Information Packet

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#### **NOTICE**

**This manual was created for reference and training purposes only and should not be used as a substitute for legal advice. It is the candidate's responsibility to obtain the actual knowledge of the campaign finance laws and regulations.**

#### **TIMELINES**

**Timelines listed in this document are correct as of January 2014. Candidates are strongly urged to check changes to the Colorado Revised Statutes and the Secretary of State's Rules or consult legal counsel regarding specific questions and timelines addressed in this document.**

## Running For State Office

### NOTICE

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If you are considering running for a statewide office (i.e. Governor, Secretary of State, Treasurer, etc.), State House or Senate seat in the General Assembly, judge or District Attorney, please contact your political party and/or the Colorado Secretary of State.

Colorado Secretary of State  
State Court Administrator

[www.sos.state.co.us](http://www.sos.state.co.us)  
[www.courts.state.co.us](http://www.courts.state.co.us)

(303) 894-2200  
(303) 861-1111

Colorado Democratic Party  
Colorado Republican Party

[www.coloradodems.org](http://www.coloradodems.org)  
[www.cologop.org](http://www.cologop.org)

(303) 623-4762  
(303) 758-3333

If you are seeking information related to County or District Court Judge, contact the Secretary of State or the office of the State Court Administrator, as indicated above.

## Running For County Office

### NOTICE

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### Qualifications and Duties

If you are considering running for public office, you may first want to ensure that you are qualified to hold the office you seek and are familiar with the duties of the office. You may view and print candidate requirements and office responsibilities/duties from <http://www.lexisnexis.com/hottopics/Colorado/>.

Any Public Office	Colorado Revised Statutes Title 1, Article 4, Part 501
County Assessor	Colorado Revised Statutes Title 30, Article 10, Part 8
County Clerk & Recorder	Colorado Revised Statutes Title 30, Article 10, Part 4
County Commissioner	Colorado Revised Statutes Title 1, Article 4, Part 205 Colorado Revised Statutes Title 30, Article 10, Part 3
County Coroner	Colorado Revised Statutes Title 30, Article 10, Part 6
County Sheriff	Colorado Revised Statutes Title 30, Article 10, Part 5
County Surveyor	Colorado Revised Statutes Title 30, Article 10, Part 9
County Treasurer	Colorado Revised Statutes Title 30, Article 10, Part 7
Other County Offices Info	Constitution of Colorado Article XIV, Section 10 Colorado Revised Statutes Title 1, Article 4, Part 206

## County Candidate Responsibilities and Liabilities

### **Candidate Definition**

COLORADO CONSTITUTION ARTICLE XXVIII (Amendment 27) Section 2 (2) "'Candidate" means any person who seeks nomination or election to any state or local public office that is to be voted on in this state at any primary election, general election, school district election, special district election, or municipal election. "Candidate" also includes a judge or justice of any court of record who seeks to be retained in office pursuant to the provisions of section 25 of article VI. **A person is a candidate for election if the person has publicly announced an intention to seek election to public office or retention of a judicial office and thereafter has received a contribution or made expenditure in support of the candidacy.** A person remains a candidate for purposes of this Article so long as the candidate maintains a registered candidate committee. A person who maintains a candidate committee after an election cycle, but who has not publicly announced an intention to seek election to public office in the next or any subsequent election cycle, is a candidate for purposes of this article."

### **Candidate Affidavit**

You must file a notarized candidate affidavit with the appropriate officer **within 10 days of becoming a Candidate, as defined above.** On the candidate affidavit, you certify that you are familiar with Colorado campaign finance rules and laws. Please ensure that you are familiar with these rules and laws prior to submitting your candidate affidavit. You may download Colorado's campaign finance rules, laws and become familiar with the online campaign finance disclosure TRACER system by accessing the Colorado Secretary Of State website ([www.sos.state.co.us](http://www.sos.state.co.us)). Helpful information will be found in:

- Colorado Constitution, Article XXVIII ( Amendment 27)
- Title 1, Article 45, Colorado Revised Statutes (Fair Campaign Practices Act)
- Colorado Secretary of State's Rules Concerning Campaign and Political Finance
- TRACER – Online Filing System
- Colorado Secretary of State's Election Calendar

### **Campaign and Political Finance**

Effective January 1, 2010, all campaign finance disclosure reports and committee registrations are handled through the online campaign finance disclosure TRACER system on the Secretary of State's website: [www.sos.state.co.us](http://www.sos.state.co.us). You may contact the Secretary of State Campaign Finance Support team by email at [cpfhelp@sos.state.co.us](mailto:cpfhelp@sos.state.co.us) or by telephone at (303)894-2200, extension 6383.

## **Municipal Candidates**

Municipal candidates should contact their municipal clerk's office.

### **Where to File a *County Candidate Affidavit* and Committee Information**

All county candidates, candidate committees, issue committees, political committees, independent expenditure committees, and small donor committees file with the Secretary of State. Forms are available through the Secretary of State's website ([www.sos.state.co.us](http://www.sos.state.co.us)) under Campaign Finance. <http://www.sos.state.co.us/pubs/elections/CampaignFinance/home.html>

#### **Timeliness**

All filings must be submitted within the time allotted by Colorado Law. Failure to file reports on time will result in \$50 per day penalties. Please see the Secretary of State's website ([www.sos.state.co.us](http://www.sos.state.co.us)) for current year election and campaign finance filing calendars. <http://www.sos.state.co.us/pubs/elections/CampaignFinance/filingCalendar.html>

## BALLOT ACCESS for County Candidates

<p><b>During General Election (even-numbered) years there are four ways for a candidate to get their name on the ballot</b></p>	<p><b>On which ballot will the Candidate's name appear?</b></p>									
<p><b>1. Political Party Candidate Nomination</b>                  “Neither the secretary of state nor any county clerk and recorder shall place on the official general election ballot the name of any person as a candidate of any major political party who has not been nominated in accordance with the provisions of this article, or who has not been affiliated with the major political party for the period of time required by section <a href="#">1-4-601 C.R.S.(Page 7)</a>, or who does not meet residency requirements for the office, if any. The information found on the voter registration record of the county of current or previous residence of the person seeking to be placed on the ballot is admissible as prima facie evidence of compliance with this article.” 1-4-101(3) C.R.S.</p> <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <tr style="background-color: #00838f; color: white;"> <td colspan="3" style="padding: 2px;"> </td> </tr> <tr> <td style="padding: 2px;">Fremont County Republican Party</td> <td style="padding: 2px;"><a href="http://www.fremontcountyrcc.com">www.fremontcountyrcc.com</a></td> <td style="padding: 2px;">719-345-4031</td> </tr> <tr> <td style="padding: 2px;">Fremont County Democratic Party</td> <td style="padding: 2px;"><a href="http://www.fremontcountydems.com">www.fremontcountydems.com</a></td> <td style="padding: 2px;">719-276-9150</td> </tr> </table>				Fremont County Republican Party	<a href="http://www.fremontcountyrcc.com">www.fremontcountyrcc.com</a>	719-345-4031	Fremont County Democratic Party	<a href="http://www.fremontcountydems.com">www.fremontcountydems.com</a>	719-276-9150	<p><b>PRIMARY BALLOT</b></p>
Fremont County Republican Party	<a href="http://www.fremontcountyrcc.com">www.fremontcountyrcc.com</a>	719-345-4031								
Fremont County Democratic Party	<a href="http://www.fremontcountydems.com">www.fremontcountydems.com</a>	719-276-9150								
<p><b>2. Political Party Candidate Petition</b>                  Candidates for political party nominations may also be placed on the Primary Election ballot by petition. Please read <a href="#">1-4-801 C.R.S. (Page 8)</a> for more information.  <b>NOTE:</b> No person who attempted and failed to receive at least ten percent of the votes for the nomination of a political party assembly for a particular office shall be placed in nomination by petition on behalf of the political party for the same office. <a href="#">1-4-801 C.R.S</a></p>	<p><b>PRIMARY BALLOT</b></p>									
<p><b>3. Minor Party and Unaffiliated Candidate Petition</b>                  Candidates for minor political party or for partisan public offices who do not wish to affiliate (unaffiliated) with a political party may be nominated, other than by a primary election. Please read <a href="#">1-4-802 C.R.S. (Pages 9-10)</a> for more information.</p>	<p><b>GENERAL BALLOT</b></p>									
<p><b>4. Write-in Affidavit</b>                  A person who wishes to be a write-in candidate for an office in an election may do so by filing a Write-in candidate affidavit of intent. For more information, please read <a href="#">1-4-1101 C.R.S. (Page11)</a>.  <b>NOTE:</b> "No person who has been defeated as a candidate in a primary election shall be eligible for election to the same office by ballot or as a write-in candidate in the next general election unless the party vacancy committee nominates that person." 1-4-105 C.R.S.</p>	<p><b>PRIMARY OR GENERAL BALLOT</b></p>									

## References

### **1-4-601. Designation of candidates for primary election**

(1) Assemblies of the major political parties may make assembly designations of candidates for nomination on the primary election ballot. An assembly shall be held no later than seventy-three days preceding the primary election.

(2) An assembly shall take no more than two ballots for party candidates for each office to be filled at the next general election. Every candidate receiving thirty percent or more of the votes of all duly accredited assembly delegates who are present and voting on that office shall be certified by affidavit of the presiding officer and secretary of the assembly. If no candidate receives thirty percent or more of the votes of all duly accredited assembly delegates who are present and voting, a second ballot shall be cast on all the candidates for that office. If on the second ballot no candidate receives thirty percent or more of the votes cast, the two candidates receiving the highest number of votes shall be certified as candidates for that office by the assembly. The certificate of designation by assembly shall state the name of the office for which each person is a candidate and the candidate's name and address, shall designate in not more than three words the name of the political party which the candidate represents, and shall certify that the candidate has been a member of the political party for the period of time required by party rule or by subsection (4) of this section if the party has no such rule. The candidate's affiliation, as shown on the registration books of the county clerk and recorder, is prima facie evidence of political party membership. The certificate of designation shall indicate the order of the vote received at the assembly by candidates for each office, but no assembly shall declare that any one candidate has received the nomination of the assembly. The certificate of designation shall be filed in accordance with section 1-4-604. If two or more candidates receiving designation under the provisions of this subsection (2) have received an equal number of votes, the order of certification of designation shall be determined by lot by the candidates. The assembly shall select a vacancy committee for vacancies in designation or nomination only.

(3) (a) Except as provided in paragraph (b) of this subsection (3), no later than four days after the adjournment of the assembly, each candidate designated by assembly shall file a written acceptance with the officer with whom the certificate of designation is filed. This acceptance may be transmitted by facsimile transmission. If the acceptance is transmitted by facsimile transmission, the original acceptance must also be filed and postmarked no later than ten days after the adjournment of the assembly. The acceptance shall state the candidate's name in the form in which it is to appear on the ballot. The name may include one nickname. If an acceptance is not filed within the specified time, the candidate shall be deemed to have declined the designation; except that the candidate shall not be deemed to have declined the designation and shall be included on the primary ballot if late filing of an acceptance is caused by the failure to timely file a certificate of designation or the failure to file such acceptance with such certificate of designation, as required by section 1-4-604 (1) (a).

(b) The written acceptance of a candidate nominated by assembly for any national or state office or for member of the general assembly, district attorney, or district office greater than a county office shall be filed by the presiding officer or secretary of such assembly with the certificate of designation of such assembly, as required by section 1-4-604 (1) (a). Nothing in this paragraph (b) shall prohibit a candidate from filing an acceptance of nomination directly with the officer with whom the certificate of designation is filed following written notice of such filing by the candidate to the presiding officer of the political party holding such assembly.

(4) (a) No person shall be eligible for designation by assembly as a candidate for nomination at any primary election unless the person was affiliated with the political party holding the assembly, as shown on the registration books of the county clerk and recorder, no later than the first business day of the January immediately preceding the primary election, unless otherwise provided by party rules.

(b) Repealed.

(5) As used in this section, "political party" means a major political party as defined in section 1-1-104(22).



## References (continued)

### 1-4-801. Designation of party candidates by petition

(1) Candidates for political party nominations to be made by primary election may be placed on the primary election ballot by petition. Every petition to nominate candidates for a primary election shall state the name of the office for which the person is a candidate and the candidate's name and address and shall designate in not more than three words the name of the political party which the candidate represents. No petition shall contain the name of more than one person for the same office.

(2) The signature requirements for the petition are as follows:

(a) Every petition in the case of a candidate for any county office shall be signed by electors eligible to vote within the county commissioner district or political subdivision for which the officer is to be elected. Except as otherwise provided in paragraph (e) of this subsection (2), the petition shall require signers equal in number to twenty percent of the votes cast in the political subdivision at the contested or uncontested primary election for the political party's candidate for the office for which the petition is being circulated or, if there was no primary election, at the last preceding general election for which there was a candidate for the office.

(b) Every petition in the case of a candidate for member of the general assembly, district attorney, or any district office greater than a county office shall be signed by eligible electors resident within the district for which the officer is to be elected. The petition shall require the lesser of one thousand signers or signers equal to thirty percent of the votes cast in the district at the contested or uncontested primary election for the political party's candidate for the office for which the petition is being circulated or, if there was no primary election, at the last preceding general election for which there was a candidate for the office.

(c) (I) Repealed.

(II) On and after January 1, 1999, every petition in the case of a candidate for an office to be filled by vote of the electors of the entire state shall be signed by at least one thousand five hundred eligible electors in each congressional district.

(d) (Deleted by amendment, L. 93, p. 1405, § 29, effective July 1, 1993.)

(e) Where the electors of the county have voted to increase the membership of the board of county commissioners from three to five pursuant to [section 30-10-306.5, C.R.S.](#), or to decrease the membership of the board from five to three pursuant to [section 30-10-306.7, C.R.S.](#), for the next two primary elections immediately following an election at which the voters have approved the change in the membership of the board, the signature requirements for the petition are as follows:

(I) Where any one or more commissioners to be elected to the board of county commissioners will be voted on by voters of the whole county, every petition must require signers equal in number to twenty percent of the average of all votes cast in each commissioner district in the county during the prior two contested or uncontested primary elections for the political party's candidates in each county commissioner district that held a primary election in either of those elections. If no primary election was held in either year, the calculation must be based on the most recent preceding general election for which the party had a candidate on the ballot, and every petition must require signers equal in number to twenty percent of the average of all votes cast for the political party's candidates for commissioner in each commissioner district in which the party had a candidate on the ballot.

(II) Where any one or more commissioners to be elected to the board of county commissioners will be voted on only by the electors residing in a particular county commissioner district, the determination of the required number of signers must begin with a calculation of the average of all votes cast in each commissioner district in the county during the prior two contested or uncontested primary elections for the political party's candidates in the county commissioner districts that held a primary election in either of those elections. Upon a determination of the average, that number must then be divided by the total number of commissioner districts in the county where commissioners are voted on only by the electors residing in the district, whether three or five. After completing this calculation, every petition must require signers equal in number to twenty percent of the

## References (continued)

number realized. If no primary election was held in either year, the calculation must be based on the most recent preceding general election for which the party had a candidate on the ballot, and every petition must require signers equal in number to the following calculation:

(A) Twenty percent of the average of all votes cast for the political party's candidates for commissioner in each commissioner district in which the party had a candidate on the ballot; and

(B) Divide the number found in sub-subparagraph (A) of this subparagraph (II) by the total number of commissioner districts in the county where commissioners are voted on only by the electors residing in the district, whether three or five.

(f) Following the first two primary elections that are conducted after a change in the membership of the board of county commissioners pursuant to [section 30-10-306.5](#) or [30-10-306.7, C.R.S.](#), in accordance with the requirements of paragraph (e) of this subsection (2), the signature requirements for a petition for a county commissioner candidate who is affiliated with a major political party must follow the procedures specified in paragraph (a) of this subsection (2).

(3) No person shall be placed in nomination by petition on behalf of any political party unless the person was affiliated with the political party, as shown in the statewide voter registration system, no later than the first business day of the January immediately preceding the election for which the person desires to be placed in nomination.

(4) No person who attempted and failed to receive at least ten percent of the votes for the nomination of a political party assembly for a particular office shall be placed in nomination by petition on behalf of the political party for the same office.

(5) Party petitions shall not be circulated nor any signatures be obtained prior to the third Tuesday in January. Petitions must be filed no later than the third Tuesday in March.

(6) A candidate for a presidential primary election shall not begin circulating petitions before the first Monday in November of the year preceding the year in which the presidential primary election is held. A candidate must file a petition no later than the second day of January in the year of the presidential primary election.

### # of Signatures required for Major Party Candidate Petitions for the 2018 Election cycle.

Fremont County Commissioner Dist. 2	Republican	912	Democrat	3283
Fremont County Clerk & Recorder	Republican	961	Democrat	2865
Fremont County Treasurer	Republican	920	Democrat	2767
Fremont County Assessor	Republican	926	Democrat	2766
Fremont County Sheriff	Republican	947	Democrat	3333
Fremont County Surveyor	Republican	2540	Democrat	2540
Fremont County Coroner	Republican	1087	Democrat	2758

## References (continued)

### **1-4-802. Petitions for nominating minor political party and unaffiliated candidates for a partisan office.**

(1) Candidates for partisan public offices to be filled at a general or congressional vacancy election who do not wish to affiliate with a major political party may be nominated, other than by a primary election or a convention, in the following manner:

(a) A petition for nominating minor political party or unaffiliated candidates shall be prepared, indicating the name and address of any candidate for the office to be filled. The petition shall indicate the name of the minor political party or designate in not more than three words the political or other name selected by the signers to identify an unaffiliated candidate. No name of any political party shall be used, in whole or in part, to identify an unaffiliated candidate.

(b) Each petition shall contain only the name of one candidate for one office; except that any petition for a candidate for governor shall also include a candidate for lieutenant governor, and together they shall be considered joint candidates at the general election. In the case of nominations for electors of president and vice president of the United States, the names of the candidates may be added to the political or other name designated on the petition.

(c) Every petition for the office of president and vice president, for statewide office, for congressional district office, for the office of member of the general assembly, for district attorney, and for county office shall be signed by eligible electors residing within the district or political subdivision in which the officer is to be elected. The number of signatures of eligible electors on a petition shall be as follows:

(I) At least five thousand for the office of president and vice president;

(II) The lesser of one thousand or two percent of the votes cast for all candidates for that office in the most recent general election for any statewide office;

(III) The lesser of eight hundred or two percent of the votes cast in the congressional district in the most recent general election for the office of member of the United States house of representatives, member of the state board of education for a congressional district, or member of the board of regents of the university of Colorado for a congressional district;

(IV) The lesser of six hundred or two percent of the votes cast in the senate district in the most recent general election for the office of member of the state senate;

(V) The lesser of four hundred or two percent of votes cast in the house district in the most recent general election for the office of member of the state house of representatives;

(VI) The lesser of six hundred fifty or two percent of the votes cast in the district in the most recent general election for the office of district attorney; and

(VII) The lesser of seven hundred fifty or two percent of the votes cast for all candidates for that office in the most recent general election for any county office.

(d) (I) No petition to nominate an unaffiliated candidate, except petitions for candidates for vacancies to unexpired terms of representatives in congress and for presidential electors, shall be circulated or any signatures obtained thereon earlier than two hundred eleven days before the general election.

(II) No petition to nominate a minor political party candidate shall be circulated nor any signatures obtained thereon earlier than the first Monday in February in the general election year.

(e) The petition to nominate an unaffiliated candidate may designate or appoint upon its face one or more unaffiliated registered electors as a committee to fill vacancies in accordance with section 1-4-1002 (4) and (5). However, in the case of a petition for the office of state senator or state representative, the petition shall designate or appoint upon its face three or more unaffiliated registered electors as a committee to fill vacancies in accordance with section 1-4-1002 (4) and (5) and section 1-12-203.

(f) (I) Except as provided by subparagraph (II) of this paragraph (f), petitions shall be filed no later than 3 p.m. on the one hundred fifty-fifth day before the general election or for a congressional vacancy election, no later than 3 p.m. on the twentieth day after the date of the order issued by the governor.

Continued on the next page

## References (continued)

(II) Petitions to nominate candidates of minor political parties shall be filed no later than eighty-five days before the primary election as specified in section 1-4-101.

(g) (I) For congressional vacancy elections, no person shall be placed in nomination by petition unless the person is an eligible elector and was registered as affiliated with a minor political party or as unaffiliated, as shown on the registration books of the county clerk and recorder, for at least twelve months prior to the last date the petition may be filed.

(II) For general elections, no person shall be placed in nomination by petition unless the person is an eligible elector of the political subdivision or district in which the officer is to be elected and unless the person was registered as affiliated with a minor political party or as unaffiliated, as shown on the registration books of the county clerk and recorder, no later than the first business day of the January immediately preceding the general election for which the person desires to be placed in nomination; except that, if such nomination is for a nonpartisan election, the person shall be an eligible elector of the political subdivision or district and be a registered elector, as shown on the registration books of the county clerk and recorder, on the date of the earliest signature on the petition

### **# of Signature required for Minor Party and Unaffiliated Candidate Petitions for the 2018 Election Cycle.**

Fremont County Commissioner Dist. 2	328
Fremont County Clerk & Recorder	287
Fremont County Treasurer	277
Fremont County Assessor	277
Fremont County Sheriff	333
Fremont County Surveyor	254
Fremont County Coroner	276

### **1-4-1101. Write-in candidate affidavit of intent.**

(1) A person who wishes to be a write-in candidate for an office in an election shall file an affidavit of intent stating that he or she desires the office and is qualified to assume its duties if elected. A write-in candidate for governor shall designate in the affidavit a write-in candidate for lieutenant governor. The affidavit shall be filed with the secretary of state if it is for a statewide office, a seat in congress, a seat in the general assembly, the office of district attorney, or any other district office of state concern. The affidavit shall be filed with the county clerk and recorder if it is for a county office and with the designated election official if it is for a local office.

(2) No write-in vote for an office in an election shall be counted unless the person for whom the vote was cast filed the affidavit of intent required by subsection (1) of this section within the time prescribed by section 1-4-1102. No write-in vote for a candidate for governor shall be counted unless the person designated as the write-in candidate for lieutenant governor pursuant to subsection (1) of this section also filed an affidavit of intent within the time prescribed by section 1-4-1102.

### **1-4-1102. Time of filing affidavit.**

(1) Except as provided in subsection (2) of this section, the affidavit of intent shall be filed by the close of business on the sixty-seventh day before a primary election and by the close of business on the one hundred tenth day before any other election.

(2) In a nonpartisan election, the affidavit of intent shall be filed by the close of business on the sixty-fourth day before the election. If the election is to be coordinated by the county clerk and recorder, the designated election official shall forward a copy of the affidavit of intent to the coordinated election official.

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## **Running For City / Municipal Offices**

Please contact your local city clerk.

<b>CITY</b>	<b>Phone #</b>
City of Canon City	719-269-9011
City of Florence	719-784-4848
Town of Brookside	719-276-3436
Town of Coal Creek	719-784-6150
Town of Rockvale	719-784-4125
Town of Williamsburg	719-784-4511

## **Running For School District**

Please contact your School District's Designated Election Official

<b>DISTRICT</b>	<b>Phone #</b>
RE-1	719-276-5870
RE-2	719-784-6414
RE-3	719-942-4131
RE-32J	719-530-5406

## **Running For Special Districts**

Please contact your Special District's Designated Election Official.

For more information regarding special districts you may also contact the [Department of Local Affairs](#)

Web Site: [www.dola.colorado.gov/dlg/sd/index.html](http://www.dola.colorado.gov/dlg/sd/index.html) Email: [dola.helpdesk@state.co.us](mailto:dola.helpdesk@state.co.us)

(303) 866-2156