



***HOW TO RUN
FOR OFFICE...
A CANDIDATE'S
GUIDE 2017***

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HOW TO RUN FOR A COUNTY OFFICE: 2017

General Requirements for Access to the Ballot for County Elected Offices

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NOTICE

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Congratulations on taking an interest in a County Elected position. This publication will guide you through the general requirements for each of the County Offices and accessing the ballot either by Assembly, Petition or Write-In. It will also provide you with information regarding the Colorado Secretary of State TRACER system for filing your financial paperwork and frequently asked questions.

We encourage you to become familiar with the requirements of Article XXVIII of the Colorado Constitution; Campaign and Political Finance, Title 1, Article 45, C.R.S. Fair Campaign Practices Act; and Title 1, Article 4, C.R.S. Access to Ballot by Candidates.

If you have any additional questions regarding your candidate qualifications, access to the ballot or other requirements for running for a county office, please contact our Elections Division at (970) 542-3521, option 5, Monday through Friday 8:00 a.m. – 4:00 p.m. (except legal holidays) or by e-mail at votemorganc@co.morgan.co.us

Good luck and best regards,

Susan L. Bailey
Morgan County Clerk and Recorder

Basic Qualifications for County Offices

The table below provides a general overview of **candidate qualifications for County elected offices** and should be used for reference only. Please review the Colorado Constitution and Colorado Revised Statutes for current applicable laws. You may view these pages at <http://sos.state.co.us> under “Elections & Voting” – “Election Law, Rules, & Advisory Opinions”.

Office	Minimum Age	Residency Requirements	Citizenship	Length of Term	Educational Requirements	Other Requirements
County Assessor Colorado Revised Statutes Title 30, Article 10, Part 8 Colorado Constitution Article XIV, Section 10	18 years	Registered elector and resident of the county for at least 1 year prior to the election	U.S. Citizen	4 Years seat open for Election November 2018	N/A	N/A
County Clerk and Recorder Colorado Revised Statutes Title 30, Article 10, Part 4 Colorado Constitution Article XIV, Section 10	18 years	Registered elector and resident of the county for at least 1 year prior to the election	U.S. Citizen	4 Years seat open for Election November 2018	N/A	N/A
County Commissioner Colorado Revised Statutes Title 1, Article 4, Part 205 Colorado Revised Statutes Title 30, Article 10, Part 3 Colorado Constitution Article XIV, Section 10	18 years	Registered elector and resident of the county in the Commissioner district for which they are running for at least 1 year prior to the election	U.S. Citizen	4 Years District 2 seat open for Election November 2018 District 1 & 3 seats open for Election November 2019	N/A	N/A
County Coroner Colorado Revised Statutes Title 30, Article 10, Part 6 Colorado Constitution Article XIV, Section 10	18 years	Registered elector and resident of the county for at least 1 year prior to the election	U.S. Citizen	4 Years seat open for Election November 2018	High School Diploma or its equivalent or a college degree	Complete set of fingerprints taken by a qualified law enforcement agency and submit proof of such fingerprinting when filing written acceptance. A person who has been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge under federal or state law is unqualified for the office of coroner unless pardoned.

Basic Qualifications for County Offices – continued

Office	Age	Residency Requirements	Citizenship	Length of Term	Educational Requirements	Other Requirements
County Sheriff Colorado Revised Statutes Title 30, Article 10, Part 5 Colorado Constitution Article XIV, Section 10	18 years	Registered elector and resident of the county for at least 1 year prior to the election	U.S. Citizen	4 Years seat open for Election November 2018	High School Diploma or its equivalent or a college degree	Complete set of fingerprints taken by a qualified law enforcement agency and submit proof of such fingerprinting when filing written acceptance. A person who has been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge under federal or state law is unqualified for the office of sheriff unless pardoned.
County Treasurer Colorado Revised Statutes Title 30, Article 10, Part 7 Colorado Constitution Article XIV, Section 10	18 years	Registered elector and resident of the county for at least 1 year prior to the election	U.S. Citizen	4 Years seat open for Election November 2018	N/A	N/A
County Surveyor Colorado Revised Statutes Title 30, Article 10, Part 9 Colorado Constitution Article XIV, Section 10	18 years	Registered elector and resident of the county for at least 1 year prior to the election	U.S. Citizen	4 Years seat open for Election November 2018	Professional Land Surveyor	N/A

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Steps for Candidacy

Following are recommended steps to become a candidate for elected office in Morgan County Government, including Assessor, Clerk and Recorder, Commissioner, Coroner, Sheriff, Treasurer and Surveyor. These guidelines are for reference and training purposes only and should not be used a substitute for legal advice. It is the candidate's responsibility to obtain knowledge of campaign laws and regulations. Please refer to the Colorado Secretary of State's website for forms and additional assistance (www.sos.state.co.us)

Step 1: Review the candidate requirements and office responsibilities and duties of county elected offices in the Colorado Constitution and Revised Statutes and ensure you meet the qualifications. These may be found online at www.lexisnexis.com/hottopics/Colorado. You will be required to swear and affirm by oath that you meet the qualifications for county elected office in a Candidate Affidavit (Step 7).

Step 2: Review your voter registration at www.govotecolorado.com to ensure that you are registered to vote and qualified to run for office, including your voter registration date, party affiliation and affiliation date.

Step 3: You become a candidate when you publicly announce your intent to run for office and thereafter receive a contribution or make any expenditure in support of your candidacy. You must register a candidate committee with the Secretary of State at tracer.sos.colorado.gov before receiving or spending any money.

Step 4: Familiarize yourself with Colorado Campaign Finance rules and laws, as well as the Secretary of State TRACER system for all campaign finance disclosure reports and committee registration using the following resources:

- Colorado Campaign and Political Finance Manual published by the Colorado Secretary of State, available online at tracer.sos.colorado.gov
- Colorado Constitution Article XXVIII (Campaign and Political Finance) and XIV (Counties)
- Colorado Revised Statutes (C.R.S. Title 1, Article 45, (Fair Campaign Practices Act) and Article 4 (Elections-Access to Ballot by Candidates)
- Current year Election Calendar and campaign finance filing calendars at www.sos.state.co.us. Be prepared to register a candidate committee and submit your campaign finance disclosure reports within the time frames allotted by Colorado law. Failure to file on time reports can result in monetary penalties.

Step 5: Get your name on the ballot in one of three ways:

1. Certificate of Designation by Assembly
2. Certificate of Designation by Petition
3. Certificate of Designation by Write-In

Step 6: If you are running for County Coroner or Sheriff, you must have your fingerprints taken by a qualified law enforcement agency and submit a receipt evidencing the fingerprinting at the time of filing your written acceptance or candidate affidavit. If you are not running for County Coroner or Sheriff, disregard this step.

Step 7: Complete a Candidate Affidavit Form within 10 days of becoming a candidate by following the rules at www.sos.state.co.us. Here is some helpful information in assisting you with filing this form electronically:

Once you have accessed the Colorado Secretary of State's web page, please choose

- "Campaign Finance"
- Then "TRACER"
- Then "Candidate Affidavit"
- Follow the online directions in how to file the candidate affidavit form

For online webinar information regarding becoming a candidate and other pertinent information, please access the following link:

<http://www.sos.state.co.us/pubs/elections/CampaignFinance/TRACERtraining.html>

These webinars are very useful in step by step instructions on filing a candidate affidavit form and creating a candidate committee!



Access to the Ballot



If you are considering running for public office, you will need to become familiar with the requirements of Article XXVIII of the Colorado Constitution (Campaign and Political Finance), Title 1, Article 45 (Fair Campaign Practices Act), Title 1, Article 4, C.R.S. (Access to Ballot by Candidates). In order to view these requirements, you can visit the Secretary of State website at www.sos.state.co.us.

All candidates for nominations to be made at any primary election shall be placed on the primary election ballot either by certificate of designation by party assembly or by petition.

[1-4-102 C.R.S.]

Certificate of Designation by Party Assembly

- **Major Political Party**

- 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. [1-4-601(4)(a) C.R.S.]
- Assembly of major political parties may make assembly designations of candidates for nomination on the primary election ballot. An assembly shall be held no later than 73 days preceding the primary election. [1-4-601(1) C.R.S.]
- A candidate must receive 30% or more of the votes cast by the assembly. [1-4-103 C.R.S.] The names of two or more candidates receiving an equal number of votes for designation by assembly shall be placed on the primary ballot in the order determined by lot in accordance with section [1-4-601(2) C.R.S.]. Candidates by petition for any particular office shall follow assembly candidates and shall be placed on the primary election ballot in an order established by lot.
- If no candidate receives 30% or more of the votes cast, a second ballot shall be cast on all the candidates for that office by the assembly. If on the second ballot no candidate receives 30% or more of the votes cast, the two (2) candidates receiving the highest number of votes shall be certified as candidates for that office by the assembly. [1-4-601(2) C.R.S.]
- Certificate of designation by assembly must be filed no later than 4 days after the adjournment of the assembly. [1-4-604(3) C.R.S.]
- Original acceptance must be filed no later than 4 days after the adjournment of the assembly at the County Clerk's Office. [1-4-601(3) (a) C.R.S.]

- **Minor Political Party**

- Assembly of minor political parties shall be held no later than 73 days preceding the Primary Election. [1-4-1304(1.5)(b)(I) C.R.S.]
- Minor Party Candidates cannot have been affiliated with a major political party at any time after the first business day of the January immediately preceding the general election for which the person was nominated, unless otherwise provided in the constitution or bylaws of the minor political party. [1-4-1304(2)(c) C.R.S.]
- Minor Party Candidates nominated by assembly are placed on the General Election ballot unless there is more than one candidate for that office nominated by assembly and/or petition; then the candidates for that office are placed on the Primary Election Ballot. [1-4-1304(1.5)(c)(d) C.R.S.]

Political Party Petition

Petition Requirements

- Nomination petition formats must be approved prior to circulation by the designated election official. [1-4-903 C.R.S.]

Signature Requirements

- Only eligible electors registered as affiliated with the political party for at least 29 days and residing within the district for which the petition is being circulated may sign the petition; and that the signer has not signed any other petition for any other candidate for the same office. [1-4-904(2)(a); 1-4-801(2)(b) C.R.S.]
- Must be signed by eligible electors within the county commissioner district or political subdivision for which the office is to be elected. [1-4-801(2)(a) C.R.S.]
- Signers equal in number to 20% 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. [1-4-801(2)(a) C.R.S.]

Additional Information

- 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. [1-4-801(3) C.R.S.]
- No person who attempted and failed to receive at least 10% 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. [1-4-801(4) C.R.S.]
- Party petitions shall not be circulated nor any signatures be obtained prior to the first Monday in February. Petitions shall be filed no later the 85 days before the primary election. [1-4-801(5) C.R.S.]
- Candidates by petition follow assembly candidates and are placed on the primary election ballot in an order established by lot. [1-4-103 C.R.S.]
- Petitions are filed with the County Clerk and Recorder. [1-4-907 C.R.S.]

Petitions for Minor Party or Unaffiliated Candidates

Petition Requirements

- Nomination petition formats must be approved prior to circulation by the designated election official. [1-4-903 C.R.S.]

Signature Requirements

- Shall be signed by eligible electors residing within the district or political subdivision in which the office is to be elected. [1-4-802(1)(c) C.R.S.]
- Number of required signatures: The lesser of 750 or 2% of the votes cast for all candidates for that office in the most recent general election for any county office. [1-4-802(1)(c)(VII) C.R.S.]

Additional Information

- **Minor Political Party**

- 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. [1-4-802(1)(d)(II) C.R.S.]
- Petitions to nominate candidates of minor political parties shall be filed no later than 85 days before the primary election. [1-4-802(1)(f)(II) C.R.S.]
- 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 in the statewide voter registration system, 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 in the statewide voter registration system, on the date of the earliest signature on the petition (for partisan election). [1-4-802(1)(g) (II) C.R.S.]
- Minor Party Candidates nominated by petition are placed on the General Election ballot unless there is more than one candidate for that office nominated by assembly and /or petition; then the candidates for that office are placed on the Primary Election Ballot. [1-4-1304(1.5)(c) C.R.S.]
- Petitions are filed with the County Clerk and Recorder. [1-4-907 C.R.S.]

- **Unaffiliated**

- No petition to nominate an unaffiliated candidate shall be circulated or any signatures obtained thereon earlier than 173 days before the general election. [1-4-802(1)(d)(I) C.R.S.]
- Petitions (for unaffiliated candidates) shall be filed no later the 3:00 p.m. on the 117th day before the general election. [1-4-802(1)(f)(I) C.R.S.]

- No person shall be placed in nomination of petition unless the person is an eligible elector of the political subdivision or district in which the office is to be elected and was registered as affiliated with a minor political party or unaffiliated for at least 12 months prior to the last date the petition may be filed (for partisan election see exceptions). [1-4-802(1)(g)(II) C.R.S.]
- Petitions are filed with the County Clerk and Recorder. [1-4-907 C.R.S.]

Write-In Candidates

- Affidavit of intent shall be filed stating candidate desires the office and is qualified to assume duties, if elected. [1-4-1101(1) C.R.S.]
- Affidavit of intent shall be filed with County Clerk and Recorder if it is for a county office. [1-4-1101(1) C.R.S.]
- Affidavit of intent shall be filed by the close of business on the 67th day before a primary election and by the close of business on the 110th day before any other election. [1-4-1102(1) C.R.S.]

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Frequently Asked Questions



Q: When are the 2018 Elections?

A: The Primary Election (June 26, 2018) Contact Secretary of State (www.sos.state.co.us)
This Election determines each party's nominees for the General Election

The General Election is November 6, 2018 (Contact Secretary of State) (www.sos.state.co.us)

Q: What do I file at the County Clerk and Recorder's Office?

A: The following forms will need to be filed at the Morgan County Elections Division.

- Candidate Acceptance Forms - Obtained at political party's County Assembly
- Designation of Assembly - Obtained at political party's County Assembly
- Candidate Petition Forms - Contact the Election Department at 970-542-3521, option 5
- Write-In Affidavits - Contact the Election Department at 970-542-3521, option 5

Important! Candidate Affidavit and Campaign Finance Forms will need to be filed electronically with the Secretary of State. www.sos.state.co.us

Candidates for municipal office need to file with their Municipal Clerk in the city/town where they reside.

Q: Is there a timeline regarding when I file my Campaign finance paperwork?

A: Yes, refer to the Secretary of State website for the Campaign and Political Finance calendar.
www.sos.state.co.us

Q: Is there a timeline regarding when I file my Ballot Access filings with the County Clerk & Recorder?

A: Yes, refer to Title 1 Article 4 of the Colorado Revised Statutes. Specifically, C.R.S. 1-4-604(3), 1-4-601(3)(a), 1-4-801(5), 1-4-802(1)(f)(II), 1-4-802(1)(f)(I), 1-4-1304(3)(4), 1-4-1102(1), also refer to the 2018 Election Calendar located at www.sos.state.co.us

Q: How do I verify my status and affiliation as a registered voter?

A: You may review your voter registration record at the Colorado Secretary of State's website at www.govotecolorado.com click on "Verify your voter Registration." The Morgan County Elections Division can also verify your registration status, affiliation, affiliation date, etc. at (970) 542-3521, option 5, or www.co.morgan.co.us. You may email us at www.votemorganc@co.morgan.co.us

Q: Who do I contact with questions pertaining to candidate qualifications, assembly paperwork, petition format, write-in affidavit, access to the ballot or general questions regarding requirements for running for County Office?

A: Contact the Morgan County Elections Division at (970) 542-3521, option 5, Monday through Friday 8:00 a.m. to 4:00 p.m. (except legal holidays) or by e-mail at www.votemorganc@co.morgan.co.us

Q: How can I get a list of voters in the district for which I am a candidate?

A: Upon completion of a request form and payment. Contact the Election Office at 970-542-3521, option 5 for details. The cost for a voters list is \$25.00 or \$.01 per name whichever is greater. Payment must be received prior to lists being prepared.

Q: How can I find out who the other candidates are?

A: You can visit the Secretary of State website at <http://tracer.sos.colorado.gov/PublicSite/Search.aspx> This option allows you to search by Candidate name, Committee and Jurisdiction. In order to search for candidates enter the following information:

- Political Party
- Election Year
- Jurisdiction
- Office
- District
- Status

Q: Where can I find results on Election night?

A: Results will be posted beginning after 7:00 p.m. on Election Night at www.co.morgan.co.us.

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Contact Information:

Morgan County Elections Division
Susan L. Bailey, Clerk

Website: www.co.morgan.co.us
Phone: (970) 542-3521, option 5
Fax: (970) 542-3553
E-Mail: votemorganc@co.morgan.co.us

Colorado Secretary of State

Website: www.sos.state.co.us
Phone: (303) 894-2200 press 3
E-Mail: cpfhelp@sos.state.co.us

