



# **How to Run For Office**

Candidate Information Packet

**Justin D. Grantham**

Fremont County Clerk & Recorder

Jami Goff

Elections Director

Fremont County Elections Office

615 Macon Ave. Room 102

Canon City, CO 81212

719-276-7340/[Elections@fremontco.com](mailto:Elections@fremontco.com)

## How to Run for Office – Candidate Information Packet

### Table of Contents

State Offices	Page 3
County Offices	
Qualifications for Office	Page 4
Responsibilities and Liabilities	Page 5
Filing	Page 6
Ballot Access	Page 7-8
City / Municipality	Page 9
School District	Page 9
Special District	Page 9

#### **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.**

## Running For State Office

### 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.**

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

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.

## 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.</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.” <a href="#">1-4-101(3) C.R.S.</a></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- parts 8 &amp; 9 C.R.S.</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-parts 8 &amp; 9 C.R.S.</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.</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." <a href="#">1-4-105 C.R.S.</a></p>	<p><b>PRIMARY OR GENERAL BALLOT</b></p>									

**# of Signatures required for Major Party Candidate Petitions for the 2024 Primary Election cycle.**

Fremont County Commissioner Dist. 1	Republican	898	Democrat	1000
Fremont County Commissioner Dist. 3	Republican	815	Democrat	1000

First day to circulate Major Party Candidate Petitions is Jan. 16th, 2024 and they must be filed no later than March 19th, 2024.

**# of Signature required for Minor Party and Unaffiliated Candidate Petitions for the 2024 General Election Cycle.**

Fremont County Commissioner Dist. 1	401
Fremont County Commissioner Dist. 3	396

First day to circulate a Minor Party Candidate Petition is Feb. 5th, 2024 and they must be filed no later than April 1st, 2024.

First day to circulate an Unaffiliated Candidate Petition is May 16th, 2024 and they must be filed no later than July 11th, 2024.



**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.**

## **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