



County Candidate Guide

Requirements for Access to the Ballot

Jefferson County Clerk & Recorder's Office Elections Division
3500 Illinois Street, Suite 1100 Golden, CO 80401
(303) 271-8111 elections@voteieffco.com

How to Run for Office

Table of Contents

Introduction	3
Requirements for County Offices	4
Access to the Ballot.....	7
Campaign and Political Finance (TRACER)	10
Frequently Asked Questions (FAQ's)	11
Contact Information.....	13



For more information, call (303) 271-8111 or visit our website at VoteJeffco.com



INTRODUCTION

Congratulations on taking an interest in running for a county elected office. This guide will provide you with 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 answer commonly asked candidate questions. Candidate information regarding Federal and State offices, including District Attorney, can be found on the Colorado Secretary of State website at sos.state.co.us. This guide is for reference purposes only. It is up to the candidate to know all of the campaign laws and rules and to be aware that they are subject to amendment after the revision date of this guide. The content of this guide is not to be substituted for legal advice.

As a candidate, you are also encouraged to become familiar with the requirements of Article XXVIII of the Colorado Constitution (Campaign and Political Finance), Article XIV of the Colorado Constitution, Title 1 Article 45, C.R.S. (Fair Campaign Practices Act), Title 1 Article 4, C.R.S. (Access to Ballot by Candidates), Title 30 Article 10 Sections 301-901 (County Officers), and the Colorado Secretary of State Campaign Finance Rules.

If you have additional questions regarding your candidate qualifications, access to the ballot or other requirements for running for a county office, please contact the Elections Division at (303) 271-8111 Monday through Friday 7:30 a.m. – 5:30 p.m. or by e-mail at elections@votejeffco.com.

This guide provides an overview of Jefferson County candidate qualifications and access to the ballot. It should be used as a reference only. Always refer to the Colorado Constitution, Colorado Revised Statutes (C.R.S.) and the State Campaign and Finance Rules for applicable laws.

Note: The offices below are listed in the order they appear on the ballot.

Requirements for County Offices

County Commissioner

Number of County Commissioner Seats

[Colorado Constitution Article XIV, Section 6; 1-4-205(3) C.R.S.]

County Commissioner seats are voted on at-large by all eligible Jefferson County voters.

Jefferson County has three (3) Commissioner seats

- Commissioner Districts 1 & 2 will expire in January, 2021. These seats will be open for Election in November, 2020.
- Commissioner District 3 will expire in January, 2019. This seat will be open for Election November, 2018.

Term of Office

4 years

[Colorado Constitution Article XIV, Section 6; 1-4-205(1)(a) C.R.S.]

Minimum Age Requirement

18 years

[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the district 1 year prior to the election

[Colorado Constitution Article XIV, Section 10; 1-4-205(1)(b) C.R.S.]

Citizenship

U.S. Citizen

[1-2-101(1)(a) C.R.S.]

County Clerk and Recorder

Term of Office

4 years

[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S., 30-10-401 C.R.S.]

Minimum Age Requirement

18 years

[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county 1 year prior to the election

[Colorado Constitution Article XIV, Section 10]

Citizenship

U.S. Citizen

[1-2-101(1)(a) C.R.S.]

County Treasurer

Term of Office

4 years

[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-701 C.R.S.]

Minimum Age Requirement

18 years

[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county 1 year prior to the election

[Colorado Constitution Article XIV, Section 10]

Citizenship

U.S. Citizen

[1-2-101(1)(a) C.R.S.]

County Assessor

Term of Office

4 years

[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-801 C.R.S.]

Minimum Age Requirement

18 years

[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county 1 year prior to the election

[Colorado Constitution Article XIV, Section 10]

Citizenship

U.S. Citizen

[1-2-101(1)(a) C.R.S.]

County Sheriff

Term of Office

4 years

[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-501 C.R.S.]

Minimum Age Requirement

18 years

[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county 1 year prior to the election

[Colorado Constitution Article XIV, Section 10; 30-10-501.5(a) C.R.S.]

Citizenship

U.S. Citizen

[1-2-101(1)(a) C.R.S.; 30-10-501.5 C.R.S.]

Education Requirement

Possess a high school diploma or its equivalent or a college degree

[30-10-501.5(b) C.R.S.]

Other Requirements

- Complete set of fingerprints taken by a qualified law enforcement agency and submit a receipt evidencing such fingerprinting at the time of filing his or her written acceptance form or write-in affidavit with the County Clerk
[30-10-501.5(c) C.R.S.]
- 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
[30-10-501.5(1)(c) C.R.S.]

County Surveyor

Term of Office

4 years

[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-901 C.R.S.]

Minimum Age Requirement

18 years

[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county 1 year prior to the election

[Colorado Constitution Article XIV, Section 10]

Citizenship

U.S. Citizen

[1-2-101(1)(a) C.R.S.]

Other Requirements

- Professional land surveyor
[12-25-201 C.R.S], [30-10-901 C.R.S.]

County Coroner

Term of Office

4 years

[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-601(b) C.R.S.]

Minimum Age Requirement

18 years

[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county 1 year prior to the election

[Colorado Constitution Article XIV, Section 10]

Citizenship

U.S. Citizen

[1-2-101(1)(a) C.R.S.; 30-10-601.5]

Education Requirement

Possess a high school diploma or its equivalent or a college degree

[30-10-601.5(b) C.R.S.]

Other Requirements

- Complete set of fingerprints taken by a qualified law enforcement agency and submit proof of such fingerprinting when filing a written acceptance form or write-in affidavit with the County Clerk
[30-10-601.5(2) C.R.S.]
- 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
[30-10-601.5(3)(b) C.R.S.]

Access to the Ballot

This guide is provided for informational purposes only and should not be your only source of information. If you are considering running for public office, you should also become familiar with the requirements of Article XXVIII of the Colorado Constitution (Campaign and Political Finance), XIV of the Colorado Constitution, Title 1, Article 45 (Fair Campaign Practices Act), Title 1, Article 4, C.R.S. (Access to Ballot by Candidates), Title 30, Article 10 Sections 301-901 (County Officers), and Colorado Secretary of State Campaign Finance Rules. These resources, as well as others, are available online at 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 is eligible for designation by assembly as a candidate for nomination at any primary election unless the person has been affiliated with the political party holding the assembly, as shown on the statewide voter registration system, 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 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 by the assembly. [1-4-103 C.R.S.]
- 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 2nd ballot, no candidate receives 30% or more of the votes cast, the two (2) candidates receiving the highest number of votes must be certified as candidates for that office by the assembly. [1-4-601(2) C.R.S.]
- Certificate of designation by assembly shall 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 at the County Clerk's Office no later than 4 days after the adjournment of the assembly. [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.]
- The Candidate has not been registered as a member of 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)(d), 1-4-1304(1.5)(c) 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 at the County Clerk's Office no later than 4 days after the adjournment of the assembly. [1-4-601(3)(a) C.R.S.]

Petitions for Major Political Party Candidates

Petition Requirements

- Nomination petition formats for a County Office must be approved prior to circulation by the designated election official. [1-4-903 C.R.S.]
- Petition information can also be found on the Secretary of State website sos.state.co.us. Click on Candidates then click on Petition Signature requirements.
- If you are running for a City Office, contact your local City Clerk's Office regarding petition requirements.

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. [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 officer 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 on 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 third Tuesday in January. Petitions must be filed no later than the third Tuesday in March. [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 for County Offices 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 for a County Office must be approved prior to circulation by the designated election official. [1-4-903 C.R.S.]

Signature Requirements

- Must be signed by eligible electors within the county commissioner district or political subdivision for which the officer is to be elected. [1-4-801(2)(a) 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 as specified in section 1-4-101. [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 on 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 on the statewide voter registration system, on the date of the earliest signature on the petition. [1-4-802(1)(g)(II) C.R.S.]
- If an assembly designates more than one candidate for an office, or if an assembly designates one or more candidates and one or more candidates qualifies by petition, the candidate of the minor political party for that office shall be nominated at a primary election held in accordance with this code. [1-4-1304(1.5)(c) C.R.S.]
- Petitions for County Office 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 than 3:00 p.m. on the 117 day before the general election. [1-4-802(1)(f)(I) 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 on 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. [1-4-802(1)(g)(II) C.R.S.]
- Petitions for County Office 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.]
- The 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.]
- Write-in candidates may file his/her affidavit to run as a write-in candidate for either the Primary or General Election. [1-4-1102(1) C.R.S.]

Filing Campaign Finance Information

This is for informational purposes only, complete information for Campaign Finance Information can be found on the Colorado Secretary of State website under the TRACER link.

How to become an official candidate for campaign finance purposes.

You officially become a candidate after making a public announcement and and thereafter receive a contribution or make an expenditure in support of your candidacy.

- Follow the guidelines regarding candidate qualifications and ballot access filings.
- Meet the qualification of the office for which you are running.
- Understand and comply with the Colorado Campaign and Political Finance Rules from the Secretary of State, Colorado Constitution Article XXVIII & XIV, Title 1 Article 4, Title 1 Article 45, Title 30 Article 10 Sections 301-701 and refer to the Campaign finance and Candidates section of the Secretary of State website at sos.state.co.us
- Publicly announce your intent to run for office.
Publicly announce means:
 - Registered a candidate committee; **or**
 - A person has made a statement signifying an interest in, or exploring the possibility of seeking the office; **or**
 - The statement is made by means of a speech, advertisement, or other communication reported or appearing in public media or in any place accessible to the public; **and**
 - A reasonable person would expect the statement to become public.
- Set up a Candidate Committee before you receive or spend money.
- If you will not be accepting contributions (only spending your own money) in support of your candidacy you may qualify as a standalone candidate. Check the Secretary of State's website regarding this type of candidate at sos.state.co.us
- Always check the Secretary of State website for additional qualifications, rules and laws pertaining to your candidacy at sos.state.co.us

Candidate Affidavit

Your Candidate Affidavit will need to be filed with the Secretary of State within 10 days of becoming a candidate. This form is available in TRACER and shall be filed electronically.

Campaign Finance Filings

Campaign Finance filings are completed online with the Secretary of State. Visit the Secretary of State website at sos.state.co.us regarding requirements.

If you have any questions regarding your filing you can e-mail the Secretary of State Campaign Finance Support Team at cpfhelp@sos.state.co.us or by telephone at (303) 894-2200, extension 3.

Timeline for filing Campaign Finance Filings

A calendar for Campaign Finance filings can be obtained from the Secretary of State website at sos.state.co.us under "Campaign Finance".

Current Officeholder seeking re-election to the same office.

Please refer to Colorado Constitution Article XXVIII, Section 2 and Title 1 Article 45.

Frequently Asked Questions



Q: When are the 2018 County Office Elections?

A:

- The Primary Election is June 26, 2018. This Election determines each party's nominees for the General Election.
- The General Election is November 6, 2018.

Q: Can I file my paperwork at the County Clerk and Recorder's Office.

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

- Political Party Candidate Acceptance Forms, *if accessing the ballot by the party assembly process.*
 - (This form will be provided by the political party at the assembly.)
- Designation of Assembly
 - (This form will be provided by the political party at the assembly.)
- Candidate Petition Forms
 - (Contact the Elections Division for this form @ 303-271-8111 or elections@votejeffco.com.)
- Candidate Acceptance Forms, *if petitioning onto the ballot.*
 - (Contact the Elections Division for this form @ 303-271-8111 or elections@votejeffco.com.)
- Write-In Candidate Intent form
 - (Contact the Elections Division for this form @ 303-271-8111 or elections@votejeffco.com.)

Candidate Affidavit and Campaign Finance Forms will need to be filed electronically with the Secretary of State.
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. 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, but not limited to, 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 Secretary of State Election Calendar. The calendar will be located on the Secretary of State website at sos.state.co.us in the Election section.

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 govotecolorado.com
The Jefferson County Elections Division can also verify your registration status, affiliation, date of affiliation, etc. at (303) 271-8111.

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

A: Contact the Jefferson County Elections Division at (303) 271-8111 Monday through Friday 7:30 a.m. – 5:30 p.m. or by e-mail at elections@votejeffco.com.

Frequently Asked Questions



Q: How do I contact my political party?

A:

Jefferson County Democratic Party
Website: jeffcodems.org
Phone: (303) 237-1359

Jefferson County Republican Party
Website: jeffcorepublicans.com
Phone: (303) 277-1113

American Constitution Party
Website: americanconstitutionparty.com

Green Party of Colorado
Website: coloradogreenparty.org

Libertarian Party of Colorado
Website: lpcolorado.org

Unity Party of Colorado
Website: www.unitypartycolorado.com

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

A: The data request form can be found on our website at Votejeffco.com. Click on “Data Request” then click on “Request form.”

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

A: The list can be found on the Secretary of State website at tracer.sos.colorado.gov/PublicSite/Search.aspx. This option allows you to search by several different options. In order to search for a candidate, click on “Candidate Search” then enter the following information:

- Last Name
- First Name
- Party
- Election Year
- Jurisdiction
- Office
- District
- Status

Q: Where do I find information on political campaign signs?

A: The candidate is responsible to research and understand the applicable regulations and political sign codes in each jurisdiction (county, city and town). If you place a sign in unincorporated Jefferson County, we suggest you visit the Planning and Zoning website at <http://jeffco.us/planning-and-zoning/regulations/zoning-resolution/> for the current rules and regulations regarding political signs. The current code can be found in Section 11 D.1

Q: Where can I find results on Election night?

A: Results will be posted beginning at 7:00 p.m. on Election night at VoteJeffco.com.



Contact Information:

Jefferson County Elections Division

Ballot access, candidate qualifications, petition format, write-in affidavit or other questions regarding requirements for running for office.

Website: Votejeffco.com

Phone: (303) 271-8111

E-Mail: elections@votejeffco.com

Colorado Secretary of State

Filing Candidate Affidavit, filing Campaign and Political Finance paperwork.

Website: sos.state.co.us

Phone: (303) 894-2200 x3

E-Mail: cpfhelp@sos.state.co.us