



County Candidate Information Guide

Qualifications of electors for county office and ballot access information.

Last updated: March 20, 2018

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Dear Interested Boulder County Candidate:

The Boulder County Clerk & Recorder's office – Elections Division is pleased to provide you with this candidate guide and corresponding webpage at www.BoulderCountyVotes.org as resources to answer questions you may have when thinking about running for a county office. This informational guide is for people interested in running for a county elected office such as Assessor, Clerk & Recorder, Commissioner, Coroner, Sheriff, Surveyor, or Treasurer.

If you are considering running for a statewide office, please contact the Colorado Secretary of State and/or your party for more information about candidate requirements and procedures.

For municipal, special district or school district offices, please contact the corresponding district for requirements and procedures.

This guide was created as tool to assist you when considering running for office, but is not legal advice and if you are considering running for office, we advise you to consult legal counsel and review Colorado statute regarding ballot access procedures.

If you have further questions after reviewing this guide, please feel free to contact the Boulder County Elections Division at vote@bouldercountyvotes.org or 303-413-7740.

Good luck and congratulations on taking the first step in running for public office.

Sincerely,

Hillary Hall
Boulder County Clerk & Recorder

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Contact Information for Municipal Offices and School Districts in Boulder County

Municipal Offices

Municipality	Phone	Address	Zip	Website
Boulder	303-441-3011	1777 Broadway	80302	https://bouldercolorado.gov/city-clerk
Erie	303-926-2731	645 Holbrook Street	80516	https://www.erieco.gov/
Jamestown	303-449-1806			http://jamestownco.org/
Lafayette	303-665-5588 Ext. 127	1290 S. Public Road	80026	http://www.cityoflafayette.com/
Longmont	303-651-8649	350 Kimbark Street	80501	http://longmontcolorado.gov/
Louisville	303-335-4571	749 Main Street	80027	http://www.louisvilleco.gov/
Lyons	303-823-6622 Ext. 12	432 5th Avenue	80540	http://www.townoflyons.com/
Nederland	303-258-3266 Ext. 23	45 West First Street	80466	http://nederlandco.org/
Superior	303-499-3675	124 E. Coal Creek Drive	80027	http://superiorcolorado.gov/
Ward	303-459-9273			http://www.ward-co.org/

School Districts

School District	Phone	Address	City	Zip	Website
Boulder Valley School District	303-447-1010	6500 Arapahoe	Boulder	80303	http://www.bvsd.org/Pages/default.aspx
St. Vrain Valley School District	303-776-6200	395 South Pratt Parkway	Longmont	80501	http://www.svvsd.org/
Estes Park School District	970-586-2361	1605 Brodie Avenue	Estes Park	80517	http://www.psd3.k12.co.us/
Thompson School District	970-613-5000	800 S. Taft Avenue	Loveland	80537	http://www.thompsonschoools.org/



Political Party Contact Information

To learn the differences between the party statuses, visit the Secretary of State website page: <http://www.sos.state.co.us/pubs/elections/Candidates/PoliticalPartyDirectory.html>

Major Parties: Democratic and Republican Parties

Local Party Information	State Party Information
<p>Boulder Democratic Party 5735 A Arapahoe Avenue, Boulder CO 80303 Phone: 303-442-3423 Email: office@bocodems.org Web: https://bocodems.org</p>	<p>Colorado Democratic Party 789 Sherman Street, Suite 110 Denver, CO 80203 Phone: 303-623-4762 Web: www.coloradodems.org</p>
<p>Boulder Republican Party 619 Ken Pratt Boulevard, Longmont, CO 80501 Phone: 720-378-7132 Email: webmaster@bocogop.org Web: http://bocogop.org</p>	<p>Colorado Republican Party 5950 S. Willow Drive, Suite 210, Greenwood Village, CO 80111 Phone: 303-758-3333 Web: www.cologop.org</p>

Minor Parties: American Constitution Party, Green Party, Libertarian Party, and Unity Party

American Constitution Party
 P.O. Box 1776, Arvada, CO 80001
 Email: info@americanconstitutionparty.com
 Web: www.americanconstitutionparty.com

Green Party of Colorado
 c/o Michelle Feurer
 1009 37th Avenue Court, Unit 201, Greeley, CO 80634
 Phone: 970-515-9886
 Email: billbartlett.gpco@gmail.com
 Web: www.coloradogreenparty.org

Libertarian Party of Colorado
 Office: 2865 S Colorado Blvd., Suite 250 Denver, CO 80222
 Mailing: 11757 W Ken Caryl Ave #F124 Littleton, CO 80127
 Phone: 303-837-9393
 Email: statechair@lpcolorado.org
 Web: www.lpcolorado.org

Unity Party of Colorado
 1020 Kent St. #K219 Boulder, CO 80303
 Chairperson: Bill Hammons
 Email: mail@unityparty.us
 Web: www.unityparty.us



Campaign Finance Information

It is recommended that candidates familiarize themselves 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. Candidate affidavits and campaign finance reports are filed with the Colorado Secretary of State. For more information about candidate affidavits and campaign finance, please contact the Secretary of State via one of the methods below:

- Website: www.sos.state.co.us
- Phone: 303-894-2200 x 6383
- E-Mail: cpfhelp@sos.state.co.us

Special District Information

For Special Districts, it is recommended that you contact the district directly for information about running for office. Additional Information can be found in the Colorado Department of Local affairs.

- Main line: 303-864-7720
- Website: <https://www.colorado.gov/dola>



Basic Qualifications for County Offices

Assessor – C.R.S. Title 30, Article 10, Part 8

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election

Clerk and Recorder – C.R.S. Title 30, Article 10, Part 4

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election

Commissioner – C.R.S. Title 1, Article 4, Part 205, C.R.S. Title 30, Article 10, Part 3

Four-year term, three seats

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the commissioner district within the county, which they are a candidate of, for at least one year prior to the election.

Coroner – C.R.S. Title 30, Article 10, Part 6

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election
- High School diploma or equivalent or a college degree
- Complete set of fingerprints
- Has not been convicted of or plead guilty or nolo contendere/no contest to felony (those pardoned are eligible to run)

Sheriff – C.R.S. Title 30, Article 10, Part 5

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election
- High School diploma or equivalent or a college degree
- Complete set of fingerprints
- Has not been convicted of or plead guilty or nolo contendere/no contest to felony (those pardoned are eligible to run)

Surveyor – C.R.S. Title 30, Article 10, Part 9

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election
- Professional land surveyor

Treasurer – C.R.S. Title 30, Article 10, Part 7

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election

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Ballot Access Options for Candidates

Option 1: Political Party Nomination

To be eligible for nomination by a major political party at any primary election, a candidate must be registered and affiliated with the party no later than the first business day of the January immediately preceding the primary election, unless party rules state otherwise, C.R.S. 1-4-601(4)(a). In the case of a minor party, a candidate must be registered and affiliated with the party no later than the first business day of the January immediately preceding the general election for which the person was nominated, unless the party bylaws or constitution state otherwise, C.R.S. 1-4-1304(2)(b) and (c).

A candidate who wishes to gain ballot access through a party assembly must receive at least thirty percent of the votes cast by assembly delegates present and voting for that specific office at the party assembly, C.R.S. 1-4-601(2), 1-4-1304(1.5)(b)(II).

- Major party candidates nominated by assembly are placed on the primary election ballot, C.R.S. 1-4-601(1).
- 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, C.R.S. 1-4-1304(1.5)(c).

Option 2: Major Party Candidate by Petition

A major party candidate nominated by petition is placed on the primary election ballot, C.R.S. 1-4-801(1).

Candidate Qualifications:

- Candidates must be affiliated with the political party no later than the first business day of the January immediately preceding the election for which a person desires to be placed in nomination, C.R.S. 1-4-801(3).
- No candidate who attempted and failed to receive at least ten percent of the votes cast at the assembly for a particular office shall be placed in nomination on behalf of that party for the same office, C.R.S. 1-4-801(4).

Petition Format and Approval Process:

The county clerk and recorder may provide a pre-printed sample petition, C.R.S. 1-4-901 and 1-4-902, or a candidate may create his or her own petition, to be approved by the county clerk and recorder, following the statutory requirements outlined in C.R.S. 1-4-901 and 1-4-902.

- The candidate's name and the office sought must be filled in on each page of the petition section along with the petition warning, C.R.S. 1-4-902, 1-4-801(1).
- Once the petition is submitted, the county clerk will approve or disapprove the petition format no later than two business days following the submission, C.R.S. 1-4-903.



Requirements of Petition Circulators and Affidavit of Circulator (C.R.S. 1-4-905):

- Be a resident of Colorado and a citizen of the United States;
- At least 18 years of age at the time this section of the petition was circulated and signed by the listed electors;
- Registered to vote and affiliated with the political party mentioned in the petition at the time the petition was circulated;
- Personally circulate the section of the petition to which the affidavit is attached;
- Ensure each signature on this petition is affixed in their presence;
- To the best of their knowledge and belief each of the persons signing this petition section was, at the time of signing, an eligible elector;
- Has not paid or will not in the future pay and believe that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition;
- Sign and have notarized concurrently, the Affidavit of Circulator attached to each of his or her completed section(s). Review C.R.S. 1-4-905 to determine what is required to be included in the exact wording of the circulator affidavit.

Signatory Requirements:

- Only eligible electors in the district or political subdivision may sign the petition for which the candidate is to be elected, C.R.S. 1-4-904(1).
- Each signer of the petition must be affiliated with the political party named in the petition for at least twenty-nine days prior to signing the petition, C.R.S. 1-4-904(2)(a).
- An elector who is physically unable to sign the petition may receive the assistance of any person except the circulator. On the petition, immediately following the name of the disabled elector, the person providing assistance shall both sign and shall state that the assistance was given to the disabled elector, C.R.S. 1-4-904(4).

Petition Qualification Requirements:

- The petition must contain at least the number of signatures equal to twenty percent of the votes cast at the last primary election for the same office, district, and political party, C.R.S. 1-4-801(2)(a).
- If no primary was held, the number of required signatures is equal to twenty percent of the votes cast in the last preceding general election for which there was a candidate for the office, C.R.S. 1-4-801(2)(a).

Petition Filing Process:

- A nomination petition must be filed with a Candidate Acceptance of Petition Nomination form, C.R.S. 1-4-906.
- A completed petition must be filed with the county clerk and recorder no later than the 3rd Tuesday in March, C.R.S. 1-4-801(5).

All petition sections shall be in accordance with SOS Rule 15 and C.R.S. 1-4-905:

- Completely assembled; any disassembly may disqualify the section
- Returned with an Affidavit of Circulator attached to each section and notarized
- Filed with the county clerk and recorder at one time

Determination of Sufficiency:

- All petition sections and signature lines will be verified using the Colorado Revised Statutes, Title 1, Article 4, together with the Election Rules of the Colorado Secretary of State, Rule 15.

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- Once the petition is verified, the county clerk and recorder shall notify the candidate of whether the petition is sufficient or insufficient via the statement of sufficiency, C.R.S. 1-4-908(3).
- If the petition is found to be sufficient in number, it will be deemed valid unless a protest is filed with the district court within five days after the statement of sufficiency is issued, C.R.S. 1-4-908(3) and 1-4-909.

Miscellaneous:

- Petitioners are advised to collect additional signatures over the number required in the event any signatures are found to be invalid.
- Most candidate petitions will take at least five business days to verify.
- Candidates are advised to review Article XXVIII of the Colorado Constitution and Title 1, Article 45 (Article 45 of Title 1) of the Colorado Revised Statutes for information regarding required campaign finance obligations.

Option 3: Minor Party Candidate by Petition

A minor party candidate nominated by petition is placed on the general election ballot unless there is more than one candidate for that office nominated by assembly and/or petition; then candidates are placed on the primary election ballot, C.R.S. 1-4-1304.

Candidate Qualifications:

Candidates must be affiliated with the political party 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, C.R.S. 1-4-802(1)(g)(II).

Petition Format and Approval Process:

The county clerk and recorder may provide a pre-printed sample petition, C.R.S. 1-4-901 and 1-4-902, or a candidate may create his or her own petition, to be approved by the county clerk and recorder, following the statutory requirements outlined in C.R.S. 1-4-901 and 1-4-902.

- The candidate’s name and the office sought must be filled in on each page of the petition section along with the petition warning, C.R.S. 1-4-902, 1-4-802(1)(a).
- Once the petition is submitted, the county clerk and recorder will approve or disapprove the petition format no later than two business days following the submission, C.R.S. 1-4-903.

Petition Circulation:

Once the county clerk and recorder approves the petition format:

- The petition shall not be circulated nor any signatures be obtained prior to the first Monday in February in the general election year. 1-4-802(1)(d)(II)
- Petitions shall be filed no later than eighty-five days before the primary election, C.R.S. 1-4-802(1)(f)(II).

Requirements of Petition Circulators and Affidavit of Circulator (C.R.S. 1-4-905(1)):

- Be a resident of Colorado and a citizen of the United States;
- At least 18 years of age at the time this section of the petition was circulated and signed by the listed electors
- Registered to vote and affiliated with the political party mentioned in the petition at the time the petition was circulated

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- Personally circulate the section of the petition to which the affidavit is attached
- Ensure each signature on this petition is affixed in their presence;
- To the best of their knowledge and belief each of the persons signing this petition section was, at the time of signing, an eligible elector;
- Has not paid or will not in the future pay and believe that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition;
- Sign and have notarized concurrently, the Affidavit of Circulator, and attached to each of his or her completed section(s). Review C.R.S. 1-4-905 to determine what is required to be included in the exact wording of the circulator affidavit.

Signatory Requirements:

- Only eligible electors in the district or political subdivision may sign the petition for which the candidate is to be elected, C.R.S. 1-4-802(1)(c), 1-4-904(1).
- Petitions to nominate candidates from a minor political party or unaffiliated candidates in a partisan election may be signed by any eligible elector who has not signed any other petition for any other candidate for the same office, C.R.S. 1-4-904(2)(b).
- An elector who is physically unable to sign the petition may receive the assistance of any person except the circulator. On the petition, immediately following the name of the disabled elector, the person providing assistance shall both sign and shall state that the assistance was given to the disabled elector, C.R.S. 1-4-904(4).

Petition Qualification Requirements:

The petition must contain 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, C.R.S. 1-4-802(1)(c)(VII).

Petition Filing Process:

- A nomination petition must be filed with a Candidate Acceptance of Petition Nomination form, C.R.S. 1-4-906.
- A completed petition must be filed with the county clerk and recorder's office no later than eighty-five days before the primary election, C.R.S. 1-4-802(1)(f)(II).
- All petition sections shall be in accordance with SOS Rule 15 and C.R.S. 1-4-905:
 - Completely assembled; any disassembly may disqualify the section
 - Returned with an Affidavit of Circulator attached to each section and notarized
 - Filed with the county clerk and recorder at one time

Determination of Sufficiency:

- All petition sections and signature lines will be verified using the Colorado Revised Statutes, Title 1, Article 4, and the Election Rules of the Colorado Secretary of State, Rule 15.
- Once the petition is verified, the county clerk and recorder shall notify the candidate of whether the petition is sufficient or insufficient via the statement of sufficiency, C.R.S. 1-4-908(3).
- If the petition is found to be sufficient in number, it will be deemed valid unless a protest is filed with the district court within five days after the statement of sufficiency is issued, C.R.S. 1-4-908(3) and 1-4-909.

Miscellaneous:

- Petitioners are advised to collect additional signatures over the number required in the event any signatures are found to be invalid.
- Most candidate petitions will take at least five business days to verify.
- Candidates are advised to review Article XXVIII of the Colorado Constitution and Title 1, Article 45 of the Colorado Revised Statutes for information about required campaign finance obligations.

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Option 4: Unaffiliated Candidate by Petition

Unaffiliated candidates nominated by petition are placed on the general election ballot.

Candidate Qualifications:

- Unaffiliated 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, C.R.S. 1-4-802(1)(g)(II).

Petition Format and Approval Process:

The county clerk and recorder may provide a pre-printed sample petition, C.R.S. 1-4-901 and 1-4-902. A candidate may create his or her own petition, following the statutory requirements outlined in C.R.S. 1-4-901 and 1-4-902, to be approved by the county clerk and recorder.

- The candidate's name and the office sought must be filled in on each page of the petition section along with the petition warning, C.R.S. 1-4-902, 1-4-802(1)(a).
- The petition must contain the name and address of the candidate and must 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 C.R.S. 1-4-802(1)(a).
- Once the petition is submitted, the county clerk and recorder will approve or disapprove the petition format no later than two business days following the submission, C.R.S. 1-4-903.

Petition Circulation:

Once the county clerk and recorder approves the petition format, the petition shall not be circulated nor any signatures be obtained prior to one hundred and seventy-three days before the general election. Petitions shall be filed no later than 3 p.m. on the one hundred seventeenth day before the general election with the county clerk and recorder, C.R.S. 1-4-802(1)(d)(I) and 1-4-802(1)(f)(I).

Requirements of Petition Circulators and Affidavit of Circulator (C.R.S. 1-4-905(1)):

- Be a resident of Colorado and a citizen of the United States;
- At least 18 years of age at the time this section of the petition was circulated and signed by the listed electors;
- Personally circulate the section of the petition to which the affidavit is attached
- Ensure each signature on this petition is affixed in their presence;
- To the best of their knowledge and belief each of the persons signing this petition section was, at the time of signing, an eligible elector;
- Has not paid or will not in the future pay and believe that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition;
- Sign and have notarized concurrently, the Affidavit of Circulator, and attached to each of his or her completed section(s). Review C.R.S. 1-4-905 to determine what is required to be included in the exact wording of the circulator affidavit.

Signatory Requirements:

- Only eligible electors in the district or political subdivision may sign the petition for which the candidate is to be elected, C.R.S. 1-4-802(1)(c), 1-4-904(1)
- Petitions to nominate candidates from a minor political party or unaffiliated candidates in a partisan election may be signed by any eligible elector who has not signed any other petition for any other candidate for the same office, C.R.S. 1-4-904(2)(b).

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- An elector who is physically unable to sign the petition may receive the assistance of any person except the circulator. On the petition, immediately following the name of the disabled elector, the person providing assistance shall both sign and shall state that the assistance was given to the disabled elector, C.R.S. 1-4-904(4).

Petition Qualification Requirements:

The petition must contain 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, C.R.S. 1-4-802(1)(c)(VII).

Petition Filing Process:

- A nomination petition must be filed with a Candidate Acceptance of Petition Nomination form, C.R.S. 1-4-906.
- The petition to nominate may contain one or more unaffiliated register electors designated or appointed as a committee to fill vacancies, C.R.S. 1-4-802 (1)(e) and 1-4-1008.
- A completed petition must be filed with the county clerk and recorder no later than 3 p.m. on the one hundred seventeenth day before the general election, C.R.S. 1-4-802(1)(f)(I).
- All petition sections shall be in accordance with SOS Rule 15 and C.R.S. 1-4-905:
 - Completely assembled; any disassembly may disqualify the section
 - Returned with an Affidavit of Circulator attached to each section and notarized
 - Filed with the county clerk and recorder at one time

Determination of Sufficiency:

- All petition sections and signature lines will be verified using the Colorado Revised Statutes, Title 1, Article 4, together with the Election Rules of the Colorado Secretary of State, Rule 15.
- Once the petition is verified, the county clerk and recorder shall notify the candidate if the petition is sufficient or insufficient no later than ninety-six days before the general election via statement of sufficiency, C.R.S. 1-4-908(3).
- If the petition is found to be sufficient in number, it will be deemed valid unless a protest is made in writing within five days after the statement of sufficiency is issued, C.R.S. 1-4-908(3) and 1-4-909.
- If the petition is **not** found to be sufficient, it may be amended once no later than 3 p.m. on the eighty-fifth day before the general election, C.R.S. 1-4-912.
- If the petition is amended, the county clerk and recorder shall notify the unaffiliated candidate of whether the petition is sufficient or insufficient no later than the seventy-fifth day before the general election C.R.S. 1-4-912.

Miscellaneous:

- Petitioners are advised to collect additional signatures over the number required in the event any signatures are found to be invalid.
- Petitioners are advised to submit petitions prior to the statutory deadline in the event any cure period may be applicable. Most candidate petitions will take at least five business days to verify.
- Candidates are advised to review Article XXVIII of the Colorado Constitution and Title 1, Article 45 of the Colorado Revised Statutes for information about required campaign finance obligations.



Option 5: Write-In Candidate by Affidavit

A person who wants 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.

Candidate Affidavit of Intent:

No write-in vote for an office in an election shall be counted unless the person for whom the vote was cast filed the required Affidavit of Intent. The Affidavit of Intent shall be filed stating candidate desires the office and is qualified to assume duties, if elected.

Filing Process:

The affidavit shall be filed with the county clerk and recorder if it is for a county office, no later than the close of business on the sixty-seventh day before the primary and by the close of business on the one hundred tenth day before any other election, C.R.S. 1-4-1101(1) and 1-4-1102(1).