



HOW TO RUN FOR OFFICE
2020 Candidate Information Guide

Arapahoe County Clerk and Recorder's Office
Joan Lopez, Clerk and Recorder

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ARAPAHOE COUNTY
COLORADO'S FIRST



Table of Contents

Letter from the Arapahoe County Clerk and Recorder	2
Definition of a Candidate	3
Steps for Candidacy	4
Basic Qualifications for County Offices	5-6
Becoming a Candidate	7-9
Certificate of Designation by Political Party Assembly	
Certificate of Designation by Petition	
Certificate of Designation by Write-In	
Running for Municipal/School/Special District Offices	10
Running for State Office	11
Candidate Forms	11
Political Parties	12
Withdrawal Process	13
Frequently Asked Questions	14

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 knowledge of any and all campaign laws and regulations.

Letter from the Arapahoe County Clerk and Recorder

Dear fellow Arapahoe County citizen:

Congratulations on taking an interest in running for elected office! Individuals like you deciding to step up and serve the community as a candidate for elected office is vital to our democracy.

This guide was prepared to serve as a resource for potential candidates for Arapahoe County elected offices, including **Assessor, Clerk and Recorder, Commissioner, Coroner, Sheriff and Treasurer**. Please note that my office does not oversee ballot access for federal, state, municipal, special district or school district elections.

Instead, if you are considering running for a statewide office, such as Governor, Secretary of State, Treasurer, State Attorney, House or Senate in the Colorado General Assembly, or for a District Attorney seat, please contact your political party and/or the Colorado Secretary of State for information and procedures. See pages 11-12 for contact information.

If you are considering running for elected office in a municipality, special district or school district within our county, please contact the Designated Election Official in that jurisdiction for information and procedures. See page 10 for contact information.

Potential candidates are advised that legal provisions are subject to amendment. It is the sole responsibility of the candidate and his/her committee to determine and comply with any and all applicable state or local laws, statutes, ordinances, rules, regulations and policies in order to run for and be elected to office.

If you have any questions after reviewing this manual, please feel free to contact our team in the Arapahoe County Elections Division at 303-795-4511, or the Designated Election Official in the jurisdiction where you are running.

Good Luck,



Joan Lopez
Arapahoe County Clerk and Recorder



JOAN LOPEZ, CLERK AND RECORDER



Definition of a Candidate

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.”

Steps for Candidacy

Following are recommended **steps to become a candidate for elected office in Arapahoe County Government**, including Assessor, Clerk and Recorder, Commissioner, Coroner, Sheriff and Treasurer. These guidelines are 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 knowledge of campaign laws and regulations. Find candidate forms at www.arapahoevotes.com.

STEP 1: Review the candidate requirements and office responsibilities and duties of county elected offices in the Colorado Constitution and Colorado 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.gov 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 an 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 I, 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 timeframes allotted by Colorado law. Failure to file on-time can result in monetary penalties.

STEP 5: Get your name on the ballot in one of three ways (see pages 7-9 for details):

- 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 are required to undergo a fingerprint analysis for a background check. Candidates for these offices must contact our Elections Division at 303-795-4511 to request an official candidate fingerprint card with our account information. You will then bring this fingerprint card to the Arapahoe County Sheriff's Office in Centennial to be fingerprinted and pay the fee. You should deliver or mail a copy of the receipt to the Elections Division. Your fingerprints will be submitted to the Colorado Bureau of Investigation and a background check report will be returned to the Elections Division. We will notify you in writing whether, by law, you are qualified or unqualified but we cannot share the report.

STEP 7: Complete a Candidate Affidavit Form within 10 days of becoming a candidate, have it notarized by a Notary Public and file with the Colorado Secretary of State Office.

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. Please note that no person is eligible to be a candidate for more than one office at a time, except for special district boards.

Office	Minimum Age	Requirements	Length of Term	Educational Requirements	Other Requirements
County Assessor Colorado Revised Statutes Title 30, Article 10, Part 8	18 years	U.S. citizen, eligible elector and resident of the county for at least 1 year prior to the election.	4 years	N/A	N/A
County Clerk and Recorder Colorado Revised Statutes Title 30, Article 10, Part 4	18 years	U.S. citizen, eligible elector and resident of the county for at least 1 year prior to the election.	4 years	N/A	N/A
County Commissioner Colorado Revised Statutes Title 1, Article 4, Part 2	18 years	U.S. citizen, eligible elector and resident of the county in the Commissioner District for which they are running for at least 1 year prior to the election.	4 years	N/A	N/A
County Coroner Colorado Revised Statutes Title 30, Article 10, Part 6	18 years	U.S. citizen, eligible elector and resident of the county for at least 1 year prior to the election.	4 years	High School Diploma or its equivalent or a college degree	Complete set of fingerprints and receipt submitted with written acceptance or candidate affidavit. C.R.S. § 30-10-601.5. Cannot have been convicted of or pled guilty or entered a plea of nolo contendere to any felony charge under federal or state law unless pardoned.

Basic Qualifications for County Offices - continued

Office	Age	Residency Requirements	Length of Term	Educational Requirements	Other Requirements
County Sheriff Colorado Revised Statutes Title 30, Article 10, Part 5	18 years	U.S. citizen, eligible elector and resident of the county for at least 1 year prior to the election.	4 years	High School Diploma or its equivalent or a college degree	Complete set of fingerprints and receipt submitted with written acceptance or candidate affidavit. C.R.S. § 30-10-501.5. Cannot have been convicted of or pled guilty or entered a plea of nolo contendere to any felony charge under federal or state law unless pardoned.
County Treasurer Colorado Revised Statutes Title 30, Article 10, Part 7	18 years	U.S. citizen, eligible elector and resident of the county for at least 1 year prior to the election.	4 years	N/A	N/A



Becoming a Candidate

There are three ways to get your name on the ballot, depending upon your party affiliation. These options include assembly nomination, petition, or write-in process. Candidate forms are available on the Arapahoe County Elections website at www.arapahoevotes.com. For detailed information, please see Colorado Revised Statutes Title 1, Article 4 on Access to the Ballot by Candidates at www.lexisnexis.com/hottopics/Colorado/.

Certificate of Designation by Party Assembly

Major and minor party candidates may seek nomination to run for office at their political party's assembly. **Candidates who want to be a part of this process should contact their political party for assembly protocol, dates and rules.** See page 12 for contact information. You must be registered as affiliated with that party no later than the first business day of January of the election year, unless party rules state otherwise. At the assembly, the Party delegates vote on the candidates, and:

- **Major party candidates** nominated by assembly are placed on the Primary Election ballot.
- **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 are placed on the Primary Election ballot.

If you receive your party's nomination, a Certificate of Designation by Assembly must be filed by the political party with the Arapahoe County Elections Division no later than four (4) days after the adjournment of the assembly. [C.R.S. § 1-4-604(3) and 1-4-1304(3)] Certificates of Designation may be transmitted by fax; however, the original certificate must also be filed and postmarked no later than ten (10) days after the adjournment of the assembly. Each candidate designated by assembly must file a written acceptance of designation with the Arapahoe County Elections Division within four (4) days after the adjournment of the assembly, and if the acceptance is transmitted by fax, the original acceptance must be postmarked no later than ten (10) days after the adjournment of the assembly. [C.R.S. § 1-4-601(3) and 1-4-1304(4)]

Certificate of Designation by Petition

The petition process involves circulating a written petition to other electors eligible to vote who share your party affiliation and obtaining their signature in support of your candidacy. See Colorado Revised Statutes Title 1, Article 4, Part 8 on Nomination of Candidates by Petition.

Unaffiliated candidates must get on the ballot through the petition process. There is no assembly or primary election for unaffiliated candidates. Unaffiliated candidates nominated by petition are placed directly on the General Election ballot. An unaffiliated candidate must be registered as unaffiliated no later than the first business day of January immediately preceding the election for which the person desires to be placed in nomination.

Affiliated candidates (major or minor party) may use the petition option, in addition to or as an alternative to the assembly process. However, a candidate may *not* petition onto the ballot if they have attempted and failed to receive at least 10 percent of the votes for nomination for the same office at their party's assembly. A candidate must be affiliated with the political party no later than the first business day of January immediately preceding the election for which the person desires to be placed in nomination.

Petition Circulation

The Arapahoe County Elections Division may provide a sample petition, or a candidate may create his or her own following the requirements in Colorado Revised Statutes Title 1, Article 4, Part 901 and 902. The Clerk must approve all petition formats prior to circulation. Each petition may contain only one candidate’s name. After collecting signatures, the completed petition must be filed with the Arapahoe County Elections Division by the statutory deadline. The Elections Division will verify the signatures and notify the candidate of sufficiency or insufficiency of the petition.

Requirements for Petition Circulators and Signers

	Major Party / Minor Party / Unaffiliated – C.R.S. §§ 1-4-905 and 905.5	
Petition Circulators:	<ul style="list-style-type: none"> ▪ Citizen of the US. ▪ At least 18 years old. ▪ Personally circulate the section of the petition to which the Affidavit of Circulator is attached. ▪ Ensure each signature on the petition is affixed in their presence. ▪ To the best of their knowledge and belief each of the persons signing the petition section was, at the time of signing, an eligible elector. ▪ Has not paid or will not in the future pay and believe 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 the Affidavit of Circulator attached to each of his or her completed section(s). ▪ Review C.R.S. §§ 1-4-905 and 905.5 to determine additional requirements, including the exact wording of the circulator affidavit, notary requirements, and whether the petition entity needs to obtain a license from the Colorado Secretary of State. 	
	Major Party - C.R.S. §§ 1-4-801 and 904	Minor Party / Unaffiliated – C.R.S. §§ 1-4-802 and 904
Signatures Required and Circulation Dates:	<ul style="list-style-type: none"> ▪ Only eligible electors residing within the county commissioner district or political subdivision may sign the petition. ▪ Signers must be affiliated with the political party named in the petition for at least 29 days prior to signing. • The petition requires the lesser of 1,000 signers or signers equal to 10% of the votes cast at the last primary election for the same office and political party. • No petition may be circulated for signatures prior to the third Tuesday in January. After collecting signatures, a completed petition must be filed with the Arapahoe County Elections Division no later 	<ul style="list-style-type: none"> ▪ Only eligible electors residing within the county commissioner district or political subdivision in which the officer is to be elected may sign the petition. ▪ May be signed by any eligible elector who has not signed any other petition for that office. There are no party affiliation requirements. ▪ The petition requires the lesser of 1,000 signatures or signers equal to 2% of the votes cast for all candidates for that office in the most recent General Election. • Minor Party: The petition shall not be circulated prior to the first Monday in February in the general election year. After collecting signatures, a completed petition must be filed with the Arapahoe

	<p>than 3 p.m. on the third Tuesday in March.</p>	<p>County Elections Division no later than 3 p.m. 85 days before the State Primary Election.</p> <ul style="list-style-type: none"> • Unaffiliated: The petition shall not be circulated prior to 173 days before the General Election. After collecting signatures, a completed petition must be filed with the Arapahoe County Elections Division no later than 3 p.m. on the 117 day before the General Election.
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Certificate of Designation by Write-In

A write-in candidate is a candidate whose name does not appear on the ballot, but for whom voters may vote nonetheless by writing in the person's name. Any person who wishes to be a write-in candidate must file an Affidavit of Intent stating that the candidate desires the office and is qualified to assume duties, if elected. The Affidavit of Intent shall be filed with the Arapahoe County Elections Division 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. C.R.S. §§ 1-4-1101 and 1102.

Running For Municipal Office

If you are considering running for municipal office, you should contact the municipal clerk's office in the city/town where you live. You will file any assembly documents, petitions or write-in affidavit through their office. This entity will then coordinate with the Arapahoe County Elections Division to place your name on the ballot.

MUNICIPALITY	PHONE	ADDRESS	CITY	ZIP	WEBSITE
City of Aurora	303-739-7094	15151 E. Alameda Pkwy	Aurora	80012	auroragov.org
Town of Bennett	303-644-3249	355 Fourth St.	Bennett	80102	colorado.gov/townofbennett
Town of Bow Mar	303-794-6065	5395 Lakeshore Dr.	Bow Mar	80123	colorado.gov/townofbowmar
City of Centennial	303-325-8000	13133 E. Arapahoe Rd.	Centennial	80112	centennialco.gov
City of Cherry Hills Village	303-783-2732	2450 E. Quincy Ave.	Cherry Hills Village	80113	cherryhillsvillage.com
Town of Columbine Valley	303-795-1434	2 Middlefield Rd.	Columbine Valley	80123	columbinevalley.org
Town of Deer Trail	303-769-4464	555 Second Ave.	Deer Trail	80105	townofdeertrail.co
City of Englewood	303-762-2405	1000 Englewood Pkwy.	Englewood	80110	englewoodco.gov
Town of Foxfield	303-680-1544	PO Box 461450	Foxfield	80046	foxfieldcolorado.com
City of Glendale	303-639-4708	950 S. Birch St.	Glendale	80246	glendale.co.us
Ci	303-486-5752	6060 S. Quebec St.	Greenwood Village	80111	greenwoodvillage.com
City of Littleton	303-795-3780	2255 W. Berry Ave.	Littleton	80120	littletongov.org
City of Sheridan	303-438-3306	4101 S. Federal Blvd.	Sheridan	80110	ci.sheridan.co.us

Running For School District Director

If you are considering running for School District Board of Directors, you should contact the school district and ask for their designated election official. You will file any assembly documents, petitions or write-in affidavit through their office. This entity will then coordinate with the Arapahoe County Elections Division to place your name on the ballot.

SCHOOL DISTRICT	PHONE	ADDRESS	CITY	ZIP	WEBSITE
Aurora Public Schools	303-344-8060	15701 E. 1st Ave.	Aurora	80011	aurorak12.org
Bennett School District	303-644-3234	610 7th St.	Bennett	80102	bennett29j.k12.co.us
Byers School District	303-822-5292	444 East Front St.	Byers	80103	byers32j.k12.co.us
Cherry Creek Schools	720-554-4373	4700 S. Yosemite St.	Greenwood Village	80111	cherrycreekschools.org
Deer Trail Schools	303-769-4421	350 Second Ave.	Deer Trail	80105	dt26j.org
Englewood Schools	303-806-2010	4101 S. Bannock St.	Englewood	80110	englewoodschoools.net
Littleton Public Schools	303-347-3300	5776 S. Crocker St.	Littleton	80120	littletonpublicschools.net
Sheridan Public Schools	720-833-6991	4150 South Hazel Ct.	Englewood	80110	ssd2.org
Strasburg School District	303-622-9211	56729 E. Colorado Ave.	Strasburg	80136	strasburg31j.com

Running For Special District Office

If you are considering running for a Special District Board, you should contact the special district and ask for their designated election official. You will file any assembly documents, petitions or write-in affidavit through their office. This entity may conduct its own election or coordinate with the Arapahoe County Elections Division to place your name on the ballot. There are more than 350 special districts in Arapahoe County. For information about these special districts, please contact the Colorado Department of Local Affairs at 303-864-7720 or visit <https://dola.colorado.gov/lgis/>.

Running for State Office

If you are considering running for a statewide office, such as Governor, Secretary of State, Treasurer or Attorney General, for a House or Senate seat in the Colorado General Assembly, or for a District Attorney seat, please contact the Colorado Secretary of State’s Office and your statewide political party (see page 12).

Colorado Secretary of State Campaign Finance Support

Filing Candidate Affidavit, Filing Campaign and Political Finance Paperwork

Website: www.sos.state.co.us

Phone: (303) 894-2200 x 6383

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

Colorado Political Parties: See page 12 for contact information

Candidate Forms

Candidate forms are available at www.arapahoevotes.com/candidate-forms under Additional Resources or by contacting the Arapahoe County Elections Division at 303-795-4511, emailing elections@arapahoegov.com or in-person at the County Administration Building, 5334 S. Prince St., Littleton, CO 80120.

File with Secretary of State	File with Arapahoe County
<ul style="list-style-type: none">• Candidate Affidavit• Committee Registration• Campaign Finance Documents	<p>Certificate of Designation by Party Assembly</p> <ul style="list-style-type: none">• Political Party Certificate of Designation by Assembly• Candidate Acceptance of Designation <p>Certificate of Designation by Petition</p> <ul style="list-style-type: none">• Major Political Party Designation Petition• Minor Political Party Designation Petition• Unaffiliated Candidate General Election Designation Petition• Candidate Acceptance of Petition Nomination <p>Certificate of Designation by Write-In</p> <ul style="list-style-type: none">• Affidavit of Intent for Write-In Designation

Political Parties *(in alphabetical order)*

Major Party	Minor Party
<p>Arapahoe Democratic Party 10730 E. Bethany Drive, Suite #240 Aurora, CO 80014 Phone: 303-481-8273 Email: info@arapahoedems.org Web: www.arapahoedems.org</p>	<p>American Constitution Party P.O. Box 1776 Arvada, CO 80001-1776 Phone: 720-722-4227 Email: info@americanconstitutionparty.com Web: www.americanconstitutionparty.com</p>
<p>Arapahoe Republican Party 3033 South Parker Road, Suite 200 Aurora, CO 80014 Phone: 303-779-1115 Email: arapgop@arapahoerepublicans.org Web: www.arapahoerepublicans.org</p>	<p>Green Party of Colorado P.O. Box 11171 Denver, CO 80211 Phone: 303-550-0677 Email: andrea@coloradogreenparty.org Web: www.coloradogreenparty.org</p>
<p>Colorado Democratic Party 789 Sherman St., Suite 110 Denver, CO 80203 Phone: 303-623-4762 Email: info@coloradodems.org Web: www.coloradodems.org</p>	<p>Libertarian Party of Colorado 11757 West Ken Caryl Ave. F124 Littleton, CO 80127 Phone: 303-837-9393 Email: statechair@lpcolorado.org Web: www.lpcolorado.org</p>
<p>Colorado Republican Party 5950 S. Willow Drive, Suite 302 Greenwood Village, CO 80111 Phone: 303-758-3333 Email: chairman@cologop.org Web: www.cologop.org</p>	<p>Unity Party of Colorado 10117 Wyandott Circle North Thornton, CO 80260 Email: bill@wrhammons.com Web: www.unitypartycolorado.com</p>



Withdrawal Process

If you wish to withdraw your candidacy, the correct procedure depends upon your status on the ballot.

- If you have already been designated or nominated to the ballot by party assembly or by petition and wish to withdraw your candidacy, you may submit a signed and notarized **Statement of Withdrawal Form** to the Designated Election Official. If the form is not filed in time for your name to be taken off the ballot, the election will proceed and any votes cast for you will be deemed invalid and will not be counted. The Statement of Withdrawal Form is available online at www.sos.state.co.us.
- If you are a candidate but have not yet been designated or nominated to the ballot and wish to withdraw your candidacy, you may submit a **signed letter of withdrawal** to the designated election official.
- The designated election official for County elected offices is the Arapahoe County Clerk and Recorder. If you are running for municipal, school board or special district office, please submit your withdrawal to the Designated Election Official in that jurisdiction.

Frequently Asked Questions

Where can I find candidate forms?

Candidate forms are available at www.arapahoevotes.com/candidate-forms or by contacting the Arapahoe County Elections Division at 303-795-4511, emailing elections@arapahoegov.com, or in-person at 5334 S. Prince St., Littleton.

Where do I file my candidate paperwork for a County elected office?

The following forms will need to be filed with the Arapahoe County Elections Division.

- Certificate of Designation by Assembly (provided by the political party at the assembly)
- Candidate Acceptance of Nomination by Designation (provided by the political party at the assembly)
- Major Party, Minor Party or Unaffiliated Designation Petition Forms (provided by the county)
- Candidate Acceptance of Nomination by Petition (provided by the county)
- Affidavit of Intent for Write-In (provided by the county)

The following forms will need to be filed electronically with the Secretary of State or at www.sos.state.co.us

- Candidate Affidavit
- Campaign Finance Forms
- Committee Registration

When do I file my petition and certificate of designation for County office?

Please refer to the current year Election Calendar on the Secretary of State's website for important dates relating to your candidacy. Visit www.sos.state.co.us, click on 'Elections & Voting,' then 'Election Information'.

When do I file my campaign finance paperwork?

Please refer to the filing calendar at www.sos.state.co.us. Click on 'Elections & Voting,' then 'Campaign Finance.'

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

You may review your voter registration at www.govotecolorado.gov. Click on 'Find my registration.' You may also call the Arapahoe County Elections Division at 303-795-4511 to verify your registration status, affiliation and affiliation date.

Who do I contact with questions about running for county elected office?

Please contact the Arapahoe County Elections Division at 303-794-4511 Monday through Friday, 7 a.m. - 4 p.m. or by e-mail to elections@arapahoegov.com.

How can I get a list of voters in the county/municipality/district for which I am a candidate?

You can download a list of all registered voters on our website. Visit www.arapahoevotes.com and click on 'Records and Data', and then 'Voter Lists.' The Registered Voter List is updated weekly. You may also request to purchase a targeted list by calling us at 303-795-4511 or by e-mail to elections@arapahoegov.com.

How can I find out who the other candidates are?

You can visit the Secretary of State website at tracer.sos.colorado.gov, and then go to 'Search Database' and 'Candidate Search.' This option allows you to search by several different options, such as Last Name, First Name, Party, Election Year, Jurisdiction, Office, District, or Status.

Where can I find results on Election night?

Unofficial election results are posted beginning at 7 p.m. on Election night at www.arapahoevotes.com.