



# **How To Run For Office**

## **Candidate Information Packet**

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**How to Run for Office – Candidate Information Packet**

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**NOTICE**

**This document 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.**

**TIMELINES**

**Timelines listed in this document are correct as of January 2019. Candidates are strongly encouraged to check changes to the Colorado Revised Statutes and the Secretary of State’s Rules or consult legal counsel regarding specific questions and timelines.**

## **Introduction**

Congratulations on your interest in running for an Archuleta County Elected Office. This packet will provide requirements for each county office and how to access the ballot either by assembly, petition or write-in.

Information regarding candidates for Federal and State offices, including District Attorney, can be located on the Colorado Secretary of State website at [www.sos.state.co.us](http://www.sos.state.co.us).

Please be aware this packet is for reference purposes only and should not be substituted for legal advice. It is the candidate's responsibility to familiarize themselves with all of the campaign laws and regulations and to be cognizant they are subject to amendment after the publication date of this packet.

As a candidate, we encourage you to become knowledgeable 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. (Ballot Access by Candidates), Title 30 Article 10 Sections 301-901 (County Officers), and the Colorado Secretary of State Rules.

Please do not hesitate to contact the Elections Department at 970-264-8331  
Monday through Friday 8:00 a.m. – 4:00 p.m. or by e-mail at [tbliss@archuletacounty.org](mailto:tbliss@archuletacounty.org).

## **Running for State Office**

Candidates seeking 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 Office.

**Colorado Secretary of State**      [www.sos.state.co.us](http://www.sos.state.co.us)      (303) 894-2200

**State Court Administrator**      [www.courts.state.co.us](http://www.courts.state.co.us)      (303) 861-1111

## **Major Party Contacts:**

**Colorado Democratic Party**      [www.coloradodems.org](http://www.coloradodems.org)      (303) 623-4762

**Colorado Republican Party**      [www.cologop.org](http://www.cologop.org)      (303) 758-3333

## **Minor Party Contacts:**

**American Constitution Party**      [www.americanconstitutionparty.com](http://www.americanconstitutionparty.com)      (720) 722-4227

**Green Party of Colorado**      [www.coloradogreenparty.org](http://www.coloradogreenparty.org)      (720) 378-4761

**Libertarian Party of Colorado**      [www.lpcolorado.org](http://www.lpcolorado.org)      (303) 837-9393

**Unity Party of Colorado**      [www.unitypartycolorado.com](http://www.unitypartycolorado.com)

## **Qualified Political Organization Contacts:**

**Approval Voting Party**      (720) 439-6000

## Running for County Office

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 below.

**Colorado Secretary of State**                      [www.sos.state.co.us](http://www.sos.state.co.us)                      (303) 894-2200

**State Court Administrator**                      [www.courts.state.co.us](http://www.courts.state.co.us)                      (303) 861-1111

## Qualifications for County Offices

The Archuleta County Clerk and Recorder's office has prepared this summary to outline Archuleta County candidate qualifications and access to the ballot. This document provides a general overview of candidate qualifications and should be used as a reference guide only. Always refer to the Colorado Constitution and Colorado Revised Statutes (C.R.S.) for applicable laws.

The offices below are in the order as they appear on the ballot.

**County Commissioner**                      Term of Office – 4 Years [Colorado Constitution Article XIV, Section 6; 1-4-205(1)(a) C.R.S.; 30-10-301 C.R.S.]

Minimum Age Requirement – 18 years of age [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 Commissioner seats are voted on at-large by all eligible Archuleta County electors. \*

Archuleta County has three Commissioner Seats

- Commissioner District 1 & 2 will expire in January, 2021. These seats will be voted on during the General Election in November, 2020.
- Commissioner District 3 will expire in January, 2023. These seats will be voted on during the General Election in November, 2022.

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

Residency Requirement – Registered elector and resident of the county for at least 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 of age [1-4-501(1) C.R.S.]

Residency Requirement – Registered elector and resident of the county for at least 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 of age [1-4-501(1) C.R.S.]

Residency Requirement – Registered elector and resident of the county for at least 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 of age [1-4-501(1) C.R.S.]

Residency Requirement – Registered elector and resident of the county for at least 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(a) 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 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 of age [1-4-501(1) C.R.S.]

**County Coroner**

Residency Requirement – Registered elector and resident of the county for at least 1 year prior to the election.  
[Colorado Constitution Article XIV, Section 10]

Citizenship – U.S. Citizen [1-2-101(1)(a) C.R.S.]

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

Term of Office – 4 Years [Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-601 C.R.S.]

Minimum Age Requirement – 18 years of age [1-4-501(1) C.R.S.]

Residency Requirement – Registered elector and resident of the county for at least 1 year prior to the election.  
[Colorado Constitution Article XIV, Section 10; 30-10-601.5(1)(a) C.R.S.]

Citizenship – U.S. Citizen [1-2-101(1)(a) C.R.S. 30-10-601.5(1)(a) C.R.S.]

Education Requirement – Possess a high school diploma or its equivalent or a college degree [30-10-601.5(1)(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 [30-10-601.5(2) C.R.S.]
- A person who has been convicted 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.]

**All Public Offices**

Colorado Constitution Article XIV, Section 10  
1-4-501 C.R.S.

## County Candidate Responsibilities and Liabilities

### Candidate Definition as per Colorado Constitution Article XXVIII, 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 an 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.

### Filings

#### Candidate Affidavit

A candidate affidavit must be filed with the Secretary of State within 10 days of becoming a Candidate which has been 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)).

We highly suggest you familiarize yourself with the following:

- Colorado Constitution, Article XXVIII
- Colorado Constitution, Article XIV
- Title 1, Article 45, C.R.S. (FCPA)
- Title 1, Article 4, C.R.S. (Ballot Access)
- 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 Information

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)) under Campaign Finance.

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 phone at (303) 894-2200, extension 6383.

#### Municipal Candidates

Please contact your Municipal Clerk for information.



## Ballot Access for County Candidates

| <p style="text-align: center;"><b>During General Election (even-numbered) years there are four ways a Candidate may get their name on the ballot</b></p>  | <p style="text-align: center;"><b>On which ballot will the Candidate's name appear?</b></p> |  |              |                  |  |              |  |
|---|---|--|--------------|------------------|--|--------------|--|
| <p><b>1. Political Party Candidate Nomination</b></p> <p>“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> <p style="text-align: center;"><b>Archuleta County Major Party Contact Information</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Democratic Party</td> <td style="width: 40%;"><a href="http://www.archuletaadems.org">www.archuletaadems.org</a></td> <td style="width: 30%; text-align: right;">970-264-2171</td> </tr> <tr> <td>Republican Party</td> <td><a href="http://www.archuletarepublicans.org">www.archuletarepublicans.org</a></td> <td style="text-align: right;">970-731-6336</td> </tr> </table> | Democratic Party  | <a href="http://www.archuletaadems.org">www.archuletaadems.org</a> | 970-264-2171 | Republican Party | <a href="http://www.archuletarepublicans.org">www.archuletarepublicans.org</a> | 970-731-6336 | <h1 style="margin: 0;">Primary<br/>Ballot</h1> |
| Democratic Party  | <a href="http://www.archuletaadems.org">www.archuletaadems.org</a>                          | 970-264-2171   |              |                  |  |              |  |
| Republican Party  | <a href="http://www.archuletarepublicans.org">www.archuletarepublicans.org</a>              | 970-731-6336   |              |                  |  |              |  |
| <p><b>2. Political Party Candidate Petition</b></p> <p>Candidates for political party nominations may also be placed on the Primary Election ballot by petition. Please read <a href="#">1-4-801 C.R.S.</a> for more information.</p> <p><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>   | <h1 style="margin: 0;">Primary<br/>Ballot</h1>  |  |              |                  |  |              |  |
| <p><b>3. Minor Party and Unaffiliated Candidate Petition</b></p> <p>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.</p> <p>Please read <a href="#">1-4-802 C.R.S.</a> for more information.</p>  | <h1 style="margin: 0;">General<br/>Ballot</h1>  |  |              |                  |  |              |  |
| <p><b>4. Write-in Affidavit</b></p> <p>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></p> <p><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>  | <h1 style="margin: 0;">Primary<br/>or<br/>General<br/>Ballot</h1>                           |  |              |                  |  |              |  |

## Access to the Ballot Quick Reference

Reminder this packet is provided for informational purposes only. When considering running for public office, you should become knowledgeable with the above resources.

### **1-4-102. Methods of placing names on primary ballot.**

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 assembly or by petition.

#### **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.]
- Every candidate receiving thirty percent or more of the votes of all duly accredited assembly delegates who are present and voting on that office must be certified by affidavit of the presiding officer and secretary of the assembly. If no candidate receives thirty percent or more of the votes of all duly accredited assembly delegates who are present and voting, a second ballot must be cast on all the candidates for that office. If on the second ballot no candidate receives thirty percent or more of the votes cast, the two 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.]
- Certificates of designation by assembly shall be filed no later than four days after the adjournment of the assembly. Certificates of designation may be transmitted by facsimile transmission; however, the original certificate must also be filed and postmarked no later than ten days after the adjournment of the assembly. [1-4-604(3) C.R.S.]
- No later than four days after the adjournment of the assembly, each candidate designated by assembly shall file a written acceptance with the officer with whom the certificate of designation is filed. [1-4-601(3)(a) C.R.S.]

## Petitions Requirements

### Major Political Party Candidates

- 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 may be found on the Secretary of State website ([www.sos.state.co.us](http://www.sos.state.co.us)).

### 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.
- Must be signed by eligible electors within the 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 10%\*** 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.]

\* 2019, HB19-1278 amended from 20% to 10%

### # of Signatures required for Major Party Candidate Petitions for the 2020 Election Cycle

|                                |                 |           |                   |            |
|--------------------------------|-----------------|-----------|-------------------|------------|
| <b>Commissioner District 1</b> | <b>Democrat</b> | <b>50</b> | <b>Republican</b> | <b>100</b> |
| <b>Commissioner District 2</b> | <b>Democrat</b> | <b>48</b> | <b>Republican</b> | <b>119</b> |

### # of Signatures required for Major Party Candidate Petitions for the 2022 Election Cycle

|                                |                 |            |                   |            |
|--------------------------------|-----------------|------------|-------------------|------------|
| <b>Commissioner District 3</b> | <b>Democrat</b> | <b>492</b> | <b>Republican</b> | <b>172</b> |
| <b>Clerk and Recorder</b>      | <b>Democrat</b> | <b>507</b> | <b>Republican</b> | <b>175</b> |
| <b>Treasurer</b>               | <b>Democrat</b> | <b>88</b>  | <b>Republican</b> | <b>109</b> |
| <b>Assessor</b>                | <b>Democrat</b> | <b>504</b> | <b>Republican</b> | <b>179</b> |
| <b>Sheriff</b>                 | <b>Democrat</b> | <b>632</b> | <b>Republican</b> | <b>179</b> |
| <b>Surveyor</b>                | <b>Democrat</b> | <b>488</b> | <b>Republican</b> | <b>488</b> |
| <b>Coroner</b>                 | <b>Democrat</b> | <b>503</b> | <b>Republican</b> | <b>178</b> |

### 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 Requirements**

**Minor Party or Unaffiliated Candidates**

- 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 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)(VIII) C.R.S.]

**# of Signatures required for Minor Party and Unaffiliated Candidate Petitions for the 2020 Election Cycle**

|                                |            |
|--------------------------------|------------|
| <b>Commissioner District 1</b> | <b>143</b> |
| <b>Commissioner District 2</b> | <b>145</b> |

**# of Signatures required for Minor Party and Unaffiliated Candidate Petitions for the 2022 Election Cycle**

|                                |            |
|--------------------------------|------------|
| <b>Commissioner District 3</b> | <b>98</b>  |
| <b>Clerk and Recorder</b>      | <b>102</b> |
| <b>Treasurer</b>               | <b>132</b> |
| <b>Assessor</b>                | <b>101</b> |
| <b>Sheriff</b>                 | <b>126</b> |
| <b>Surveyor</b>                | <b>98</b>  |
| <b>Coroner</b>                 | <b>101</b> |

**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.]

### **Running for Town / Municipal Offices**

Please contact the Town Clerk for Pagosa Springs at (970) 264-4151 extension 237.

### **Running for School District**

Please contact your School District's Designated Election Official.

|                                  |                |
|----------------------------------|----------------|
| Archuleta School District 50 Jt  | (970) 264-2228 |
| Bayfield School District 10 Jt-R | (970) 884-2496 |
| Ignacio School District 11 Jt    | (970) 563-0500 |

### **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](http://www.dola.colorado.gov)

Telephone: (303) 864-7720

Email: [dola.helpdesk@state.co.us](mailto:dola.helpdesk@state.co.us)