



Susan Corliss
Kit Carson County Clerk and Recorder
251 16th St., Suite 203
Burlington, CO 80807
719-346-8638 ext 301

How to Run For Office – A Candidate’s Guide
General Requirements for Access
To The Ballot for County Elected Offices

www.kitcarsoncounty.org

HOW TO RUN FOR OFFICE: 2016

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For more information, call (719) 346-8638 ext. 301 or visit our website at www.kitcarsoncounty.org



INTRODUCTION

Congratulations for taking an interest in a County Elected position. This publication will guide you through the general 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, as well as, frequently asked questions.

We also encourage you to become familiar with the requirements of Article XXVIII of the Colorado Constitution; Campaign and Political Finance, Title 1, Article 45, C.R.S. Fair Campaign Practices Act; and Title 1, Article 4, C.R.S. Access to Ballot by Candidates.

If you have any additional questions regarding your candidate qualifications, access to the ballot or other requirements for running for a county office, please contact our Elections Division at (719) 346-8638 ext 301 Monday through Friday 8:00 a.m. to 4:00 p.m. or by e-mail at elections@kitcarsoncounty.org

The Kit Carson County Clerk and Recorder has prepared this summary to outline Kit Carson 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.

General Requirements for County Offices

County Commissioner

Number of County Commissioner Seats

[Colorado Constitution Article XIV, Section 6; 1-4-205(2) C.R.S.]

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

- Kit Carson County has three (3) Commissioner seats
- Commissioner Districts 1 and 3 will expire in January, 2017. These seats will be open for Election in November, 2016.
- Commissioner District 2 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 for at least 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

This seat will be open for Election November, 2018.

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 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

This seat will be open for Election November, 2018.

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 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

This seat will be open for Election November, 2018.

Term of Office

4 years

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

Minimum Age Requirement

18 years

[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.]

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 or candidate affidavit [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 Coroner

This seat will be open for Election November, 2018.

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 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.]

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 [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.]

County Assessor

This seat will be open for Election November, 2018.

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 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 Surveyor

This seat will be open for Election November, 2018.

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 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.]

Education Requirement

Professional land surveyor

[30-10-901 C.R.S.]

Access to the Ballot



If you are considering running for public office, you will need to become familiar with the requirements of Article XXVIII of the Colorado Constitution (Campaign and Political Finance), Title 1, Article 45 (Fair Campaign Practices Act), Title 1, Article 4, C.R.S. (Access to Ballot by Candidates). In order to view these requirements, you can visit the Secretary of State website at www.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 shall be eligible for designation by assembly as a candidate for nomination at any primary election unless the person was affiliated with the political party holding the assembly, as shown on the registration books of the county clerk and recorder, 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 may make assembly designations of candidates for nomination on the primary election ballot. An assembly 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 cast by the assembly. The names of two or more candidates receiving an equal number of votes for designation by assembly shall be placed on the primary ballot in the order determined by lot in accordance with section 1-4-601(2) C.R.S. Candidates by petition for any particular office shall follow assembly candidates and shall be placed on the primary election ballot in an order established by lot. [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 shall be certified as candidates for that office by the assembly. [1-4-601(2) 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 no later than 4 days after the adjournment of the assembly at the County Clerk's Office. [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.]

- Minor Party Candidates cannot have been affiliated with a major political party for 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\(1.5\) \(c\) & \(d\) C.R.S.\]](#)

Political Party Petition

Petition Requirements

- Nomination petition formats must be approved prior to circulation by the designated election official. [\[1-4-903 C.R.S.\]](#)

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; and that the signer has not signed any other petition for any other candidate for the same office. [\[1-4-904\(2\)\(a\); 1-4-801\(2\)\(a\) C.R.S.\]](#)
- Must be signed by eligible electors within the county commissioner district or political subdivision for which the office 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 registration books of the county clerk and recorder, 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 first Monday in February. Petitions shall be filed no later the 85 days before the primary election. [\[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\(2\) C.R.S.\]](#)
- Petitions 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 must be approved prior to circulation by the designated election official. [1-4-903 C.R.S.]

Signature Requirements

- Shall be signed by eligible electors residing within the district or political subdivision in which the office is to be elected. [1-4-802(1)(c) 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 the 85 days before the primary election. [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 registration books of the county clerk and recorder, 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 registration books of the county clerk and recorder, on the date of the earliest signature on the petition [1-4-802(1)(g) (II) C.R.S.]
- Minor Party Candidates nominated by petition 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)(c)& (d) C.R.S.]
- Petitions 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 the 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 registration books of the county clerk and recorder, 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 registration books of the county clerk and recorder, on the date of the earliest signature on the petition. [1-4-802(1)(g)(II) C.R.S.]

- Petitions 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.\]](#)
- 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.\]](#)

Filing Campaign Finance Information

If you are considering running for public office, you will need to become familiar with the requirements of Article XXVIII of the Colorado Constitution (Campaign and Political Finance), Title 1, Article 45, C.R.S. (Fair Campaign Practices Act), Title 1, Article 4, C.R.S. (Access to Ballot by Candidates)

How to become an official candidate for campaign finance purposes.

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

Candidate Affidavit

Your Candidate Affidavit will need to be filed with the Secretary of State within 10 days of becoming a candidate. This must be filed electronically at <https://tracer.sos.colorado.gov>.

Campaign Finance Filings

Campaign Finance filings will need to be completed online with the Secretary of State. Visit the Secretary of State website at <http://tracer.sos.colorado.gov/PublicSite/homepage.aspx>

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 6383

Timeline for filing Campaign Finance Filings

A calendar for Campaign Finance filings can be obtained from the Secretary of State website at www.sos.state.co.us/pubs/elections/CampaignFinance/filingCalendar.html You can locate the calendar from the Campaign Finance section of the website.

Current Officeholder

If you have not decided if you want to run for office in the next election you can still maintain a candidate committee. You are still considered a candidate while your candidate committee is open. Rule 3.1 requires that you file an amended committee registration within 5 days of any change.



Frequently Asked Questions



Q: When are the 2016 Elections?

A: The Primary Election is June 28, 2016

This Election determines each party's nominees for the General Election

The General Election is November 8, 2016

Q: What do I file at the County Clerk and Recorder's Office?

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

- Candidate Acceptance Forms
- Designation of Assembly
- Candidate Petition Forms
- Write-In Affidavits

Important! Candidate Affidavit and Campaign Finance Forms will need to be filed with the Secretary of State. <http://tracer.sos.colorado.gov/PublicSite/homepage.aspx>

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 Campaign and Political Finance Calendar located in your packet or to the Secretary of State website. www.sos.state.co.us/pubs/elections/CampaignFinance/filingCalendar.html

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, 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 2016 Election Calendar in your packet or located at

<http://www.sos.state.co.us/pubs/elections/electionInfo.html?menuheaders=5>

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 <https://www.sos.state.co.us/pubs/elections/vote/VoterHome.html> click on "Verify your voter Registration." The Kit Carson County Elections Division can also verify your registration status, affiliation, affiliation date, etc. at (719) 346-8638 ext. 301 or elections@kitcarsoncounty.org.

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

A: Contact the Kit Carson County Elections Division at (719) 346-8638 ext. 301 Monday through Friday 8:00 a.m. – 4:00 p.m. or by e-mail at elections@kitcarsoncounty.org

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

A: Upon completion of a request form and payment you can contact the Kit Carson County Clerk's Office at (719) 346-8638 ext. 301.

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

A: You can visit the Secretary of State website at <http://tracer.sos.colorado.gov/PublicSite/Search.aspx>
This option allows you to search by Candidate name, Committee and Jurisdiction. In order to search for candidates enter the following information:

- Political Party
- Election Year
- Jurisdiction
- Office
- District
- Status

Q: Where can I find results on Election night?

A: Results will be posted beginning at 7:00 p.m. on Election night at <http://www.kitcarsoncounty.org/Elections.html>



Contact Information:

Kit Carson County Elections Division

Website: www.kitcarsoncounty.org
Phone: (719) 346-8638 ext. 301
Fax: (719) 346-8721
E-Mail: elections@kitcarsoncounty.org

Colorado Secretary of State

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