

January 5, 2016

Dear Candidate:

Congratulations on your decision to run for elected office in Creede!

The attached materials have been prepared by the Creede Town Clerk's Office for use by Mayor and Trustee candidates in the upcoming Creede regular municipal election, which will be held on April 5, 2016. They include a summary of the basic requirements associated with the election, a listing of critical election dates, and all forms required to be completed for the election ballot.

Creede's regular municipal election will be conducted as a Mail Ballot Election in accordance with Article 10 of Title 31 of the Colorado Revised Statutes, known as the "Colorado Municipal Election Code of 1965." Creede voters will be asked to consider candidates for one (1) Mayor position and five (5) Trustee positions.

A meeting is scheduled February 2, 2016 at 5:00 p.m., for all candidates, their committees, and members of their campaign staff in the Town Hall Meeting Room for the purpose of drawing names for the ballot positions as well as answering any questions you might have about the election. Please remember to mark your calendar.

If you have any questions after reading the attached materials, please don't hesitate to call 658-2276 or email [clerk@creedetownhall.com](mailto:clerk@creedetownhall.com).

Sincerely,

Randi Snead  
Town Clerk/Treasurer

**CITY OF CREEDE  
REGULAR MUNICIPAL ELECTION  
APRIL 5, 2016**

**INFORMATION FOR CANDIDATES**

**General Information**

The City of Creede will hold its regular municipal election as a Mail Ballot Election on Tuesday, April 5, 2016. At this election, Creede citizens registered to vote as of April 5, 2016 will have the opportunity to vote for one (1) Mayor and five (5) Trustee candidates.

The Mayor candidate receiving the highest number of total votes will serve a four-year term. The three Trustee candidates receiving the highest number of total votes will serve four-year terms. The two Trustee candidates receiving the fourth and fifth highest number of total votes will serve two-year terms. All municipal elections are nonpartisan and nomination is done by petition.

The Creede Board of Trustees meet in regular meetings in the meeting room at Town Hall on the first Tuesday of each month at 5:30 p.m. Regular work/study sessions are the third Tuesday of each month at 5:30 p.m. Other meetings are scheduled as deemed necessary by the Board and/or the issues before the Board. The regular April meeting will be rescheduled, and a Board Orientation and training will be held as soon as is practical.

**Qualifications for Office**

Persons wishing to run for Creede municipal office must meet the following criteria:

- ◆ United States citizen
- ◆ At least 18 years of age on election day
- ◆ Resident of Creede for 12 consecutive months preceding the date of the election
- ◆ Registered elector

No elected official of the City of Creede may be an employee of the City of Creede nor may he or she hold any elective office of the State of Colorado or any of its political subdivisions during his or her term.

**Nomination Petitions**

Municipal candidates are nominated by petition. Nomination petitions will be available starting January 5, 2016 and must be filed in the Town Clerk's Office **no later than 4:00 p.m. on January 25, 2016.**

Nomination petitions for trustee candidates must be signed by at least **10 registered electors residing in the city limits of Creede** (§31-10-302(2)(c) C.R.S.) Any petition that is deficient in the number of signatures may be amended, but we ask that you amend the petition as quickly as possible.

If a candidate decides to withdraw from the election, February 2, 2016 is the last day a written affidavit from the candidate will be accepted.

## **Fair Campaign Practices Act**

The reporting requirements of the Fair Campaign Practices Act apply to all candidates. All forms required by the Act must be filed with the Town Clerk. **It is the responsibility of the candidate to become familiar with and follow the provisions of the Fair Campaign Practices Act.** You may access the FCPA on line at [www.sos.state.co.us](http://www.sos.state.co.us).

I have attached the three most common forms used by Creede candidates: The Candidate Affidavit (required), the Candidate Statement of Non-Receipt of Contributions and the Candidate Statement of Personal Expenditures. If your campaign has received contributions or formed a committee you will have additional reporting requirements. You will need to file these reports with the Town Clerk. These forms are due on the following dates in 2016, and the Town Clerk is required by statute to fine a candidate **\$50.00** for each day the forms are late.

21 Days Before the Day of Election	-	March 15, 2016
Friday Before the Day of Election	-	April 1, 2016
30 Days After the Day of Election	-	May 5, 2016

## **Packet Materials**

This packet contains the following materials:

- ◆ Information for Candidates
- ◆ Election calendar
- ◆ Information regarding your nomination petition
- ◆ Nomination petition
- ◆ Affidavit of Circulator
- ◆ Acceptance of Nomination and Qualification Affidavit
- ◆ Common FCPA Forms
- ◆ CML – Municipal Candidates Guide brochure

If you have questions about being an elected official for the Town of Creede, any of our current elected officials would be glad to sit down with you and answer questions. There is also lots of useful information online. Familiarize yourself with the day-to-day work of the town by browsing our website, [www.creedetownhall.com](http://www.creedetownhall.com), and check out resources for potential candidates from CML at <http://www.cml.org/civic-engagement/>.

If you have any questions regarding the regular municipal election, the election process or the materials contained herein, please contact Randi Snead, Town Clerk, at 658-2276.

**CITY OF CREEDE**  
**APRIL 5, 2016**  
**MUNICIPAL ELECTION CALENDAR**

January 5, 2016	☆ First day nomination petitions may be circulated.
January 25, 2016	☆ Last day for nomination petitions to be circulated and signed prior to regular election.
January 25, 2016	☆ Last day nomination petitions to be filed with Town Clerk prior to regular election.
February 2, 2016	☆ Last day for any person who has accepted a nomination to withdraw from such nomination.
March 15, 2016	☆ Fair Campaign Practices Act (FCPA) Contribution/Expenditure Reports <u>must</u> be filed with the municipal clerk even if nothing was received or spent. Forms are available online at <a href="http://www.sos.state.co.us">www.sos.state.co.us</a> .
March 21, 2016	☆ Last day for the Town Clerk to appoint election judges.
March 25, 2016	☆ Last day for Town Clerk to give printed notice of the election.
April 1, 2016	☆ FCPA Contribution/Expenditure Reports <u>must</u> be filed with the municipal clerk.
<b>April 5, 2016</b>	☆ <b>ELECTION DAY</b>
April 15, 2016	☆ Canvass must be completed and election results certified [§31-10-1201 C. R. S.].
April 20, 2016	☆ Last day for mandatory recounts.
May 5, 2016	☆ FCPA Contribution/Expenditure Reports <u>must</u> be filed with the municipal clerk.

Additional information and/or details may be obtained at the Town Clerk's office. Please contact Randi Snead at (719-) 658-2276 or [clerk@creedetownhall.com](mailto:clerk@creedetownhall.com).

## PLEASE READ THE FOLLOWING INFORMATION REGARDING YOUR NOMINATION PETITION

- ◆ The portion of the nomination petition preceding the signature lines must be completely filled out prior to circulating your petition.
- ◆ Nomination petitions **MUST CONTAIN AT LEAST 10 SIGNATURES** of eligible electors prior to their submission to the Town Clerk. It is recommended that more than ten signatures be acquired.
- ◆ A petition circulator **MUST PERSONALLY OBSERVE** every eligible voter who signs his/her petition. (Petition cannot be left on counters or desks unattended.)
- ◆ There can be only **ONE CIRCULATOR FOR EACH PETITION.**
- ◆ **DO NOT** separate the pages of the Petition packet . . . if these 3 pages have been separated and/or re-stapled when you return them to Town Hall, the entire petition will be deemed invalid.
- ◆ While there is a warning notice at the top of the petition, it is advised to verify that each person is an eligible elector before they sign. Also, it's a good idea to determine that they have not already signed their maximum allowed number of petitions (equal to the number of open offices; in 2016, five trustee petitions and one mayor petition).
- ◆ Make sure petition signers use their **PHYSICAL ADDRESS** rather than a P.O. Box.
- ◆ The "Affidavit of Circulator" and "Acceptance of Nomination" must be signed and notarized after all signatures are obtained and **before** the petition is submitted to the Town Clerk. A Notary Public is available at Community Banks of Colorado and the Mineral County Court House.
- ◆ All nomination petitions must be filed with the Town Clerk no later than **4:00 p.m. on January 25, 2015.**
- ◆ If at least 10 of the signatures you obtain do not meet the qualifying requirements, you'll be notified and will have to obtain the additional registered signatures. Turning your petition in to the Clerk in a timely manner will allow you time to amend your petition if necessary. Obtaining more than the minimum number of signatures is recommended.



# ACCEPTANCE OF NOMINATION AND QUALIFICATION AFFIDAVIT

I, \_\_\_\_\_ (full name of the candidate-printed) hereby accept the nomination tendered me by the foregoing petitioners for the office of \_\_\_\_\_ and hereby certify that I satisfy the qualifications to run for City of Creede municipal office [§31-10-301 C. R. S.], that I am a United States citizen, at least eighteen years of age, a resident of the City of Creede for twelve consecutive months preceding the election, and a registered elector.

\_\_\_\_\_  
Signature of Candidate

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Date: \_\_\_\_\_ 2016

State of Colorado                    }  
  } ss.  
County of \_\_\_\_\_                }

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by  
\_\_\_\_\_  
(name of nominee).

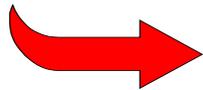
(SEAL)

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

=====

**PLEASE INDICATE BELOW THE WAY YOU WISH YOUR NAME TO APPEAR ON THE BALLOT. "THE CANDIDATE'S NAME MAY BE A NICKNAME OR INCLUDE A NICKNAME BUT SHALL NOT CONTAIN ANY TITLE OR DEGREE DESIGNATING THE BUSINESS OR PROFESSION OF THE CANDIDATE." [§31-10-302(6) C. R. S.] PLEASE PRINT LEGIBLY**



\_\_\_\_\_

Received by Town Clerk's Office  
City of Creede           Time: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80290  
Ph: (303) 894-2200 ext. 6383  
Fax: (303) 869-4861  
www.sos.state.co.us



Space Below For Office Use Only

### CANDIDATE AFFIDAVIT

[Art. XXVIII, Sec. 2(2) & 1-45-110(1), C.R.S.]

- State, County, School District, and Special District Candidates file with the Secretary of State
- Municipal Candidates file with the Municipal Clerk

This affidavit certifies that I, \_\_\_\_\_, a member of the  
(Name\*)  
\_\_\_\_\_ political party/organization (if applicable), am a candidate  
(Political Party\*)  
for the \_\_\_\_\_ election, [Art. XXVIII, Sec. 2(2)] for the office of \_\_\_\_\_,  
(Year\*) (Office\*)  
District \_\_\_\_\_ (if applicable), County \_\_\_\_\_ (if applicable).  
(District\*) (County\*)

I understand that campaign finance activities in Colorado are governed by Article XXVIII of the Colorado Constitution, Article 45, Title 1 of the Colorado Revised Statutes (C.R.S.) (also known as the Fair Campaign Practices Act (FCPA)), and the Secretary of State's Rules Concerning Campaign and Political Finance.

I further certify that I am familiar with the provisions of the Colorado Fair Campaign Practices Act (FCPA) as required in §1-45-110 of the Colorado Revised Statutes.

Signature of Candidate\* \_\_\_\_\_ Date\*: \_\_\_\_\_

Physical Address of Candidate\*: \_\_\_\_\_  
(Street/City/St/Zip\*)

Mailing address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Residence Phone\*: \_\_\_\_\_

Fax: \_\_\_\_\_ Web Address: \_\_\_\_\_

E-Mail Address\*: \_\_\_\_\_

Fields marked with \* are required unless they do not apply to the race for which you are submitting this affidavit. The notary section below must be completed in full.

STATE OF COLORADO  
COUNTY OF \_\_\_\_\_

Before me, \_\_\_\_\_, a notary/officer duly authorized to administer oaths, in and for said State, personally appeared \_\_\_\_\_, whose name is subscribed to the foregoing Candidate Affidavit, and who affirms, that said statements are true and that he/she acknowledges the execution of said instrument to be of their own free act and voluntary deed for the uses and purposes therein set forth.

Subscribed and affirmed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)

\_\_\_\_\_  
(Notary/Official Signature)

\_\_\_\_\_  
(Commission Expires)

## **CANDIDATE AFFIDAVIT INSTRUCTIONS**

Colorado Constitution Reference: Section 2(2), article XXVIII

Colorado Revised Statutes: Section 1-45-110(1), C.R.S.

**Who uses this form?** All candidates for public office.

**Purpose of form:** This form is to be used by all candidates seeking an elected office.

**Is this form required for all candidates, including judges?** YES, except that candidates in special district elections may file a self-nomination and acceptance form instead.

**When should this form be filed?** Form must be filed with the appropriate election official within 10 days of becoming a candidate.

**When does an individual become a candidate?** When the individual publicly announces an intent to seek public office and thereafter receives a contribution or makes an expenditure in support of the candidacy.

**What is the definition of Public announcement?** Campaign and Political Finance Rule 1.12 states: “ ‘Publicly announced an intention to seek election to public office or retention of a judicial office’ means that a person has made a statement signifying an interest in the office by means of a speech, advertisement, or other communication reported or appearing in public media or in any place accessible to the public. Such statement includes a stated intention to explore the possibility of seeking an office. The registration of a candidate committee shall also constitute a public announcement of an intention to seek election or retention.”

### **COMPLETING THE FORM**

1. Print or type the name of candidate on the first line.
2. Print or type the political affiliation of the candidate, only if seeking a partisan office (one which has a party identification on the ballot). Do not complete for school district, special district or municipal candidates.
3. Print or type the year the office is up for election and the office being sought.
4. Indicate the district number of the office being sought, if applicable.
5. The candidate must sign and date the form. **Signature must be notarized.**
6. Print or type the physical address of the candidate. Include street, city, state and Zip Code (all are required).
7. Print or type the mailing address of the candidate if different than physical address.
8. Print or type the candidate’s business or residential telephone number.
9. Print or type the candidate’s E-Mail address. The Secretary of State’s office will use this address to send notices and correspondences.
10. **The remainder of the form must be completed by a Notary Public.**

Please note that this form and the information contained within are considered public information. All information is required (except party and district where they do not apply).

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80290  
Ph: (303) 894-2200 ext. 6383  
Fax: (303) 869-4861  
Email: cpfhelp@sos.state.co.us  
www.sos.state.co.us

Space Below For Office Use Only



**CANDIDATE STATEMENT OF NON-RECEIPT OF CONTRIBUTIONS  
AND  
NON-EXPENDITURE OF FUNDS**  
[1-45-108(1) & 1-45-109, C.R.S.]

This form is for the use of candidates that do **not** have a campaign committee and have not received contributions nor made expenditures.  
No expenditures have been made on behalf of the candidate.

Name of Candidate: \_\_\_\_\_

Address of Candidate: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Reporting Period:** Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

**CONTRIBUTIONS RECEIVED OR RECEIVABLE DURING THIS REPORTING PERIOD**

**\$ 0.00**

**EXPENDITURES MADE OR INCURRED DURING THIS REPORTING PERIOD**

**\$ 0.00**

I, \_\_\_\_\_, affirm that no person received contributions on my behalf nor made any expenditures on my behalf. No contributions have been pledged to me nor on my behalf. I have not received any contributions nor have I made or incurred any expenditures on my own behalf during this election reporting period.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Colorado Secretary of State  
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 1700 Broadway, Ste. 200  
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Space Below For Office Use Only



**STATEMENT OF PERSONAL EXPENDITURES BY A CANDIDATE**

[1-45-108(1) & 1-45-109, C.R.S.]

**For use by a candidate who has not received any contributions (does not have a candidate committee), but has made expenditures of personal funds.**

Name of Candidate: \_\_\_\_\_

Address of Candidate: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office: \_\_\_\_\_ District No.: \_\_\_\_\_ Elec./Yr.: \_\_\_\_\_

Reporting Period: Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

**Total amount of Non-Itemized Expenditures (\$19.99 or less): \$ \_\_\_\_\_**

**Expenditures exceeding \$19.99 shall be itemized and listed below.**

Date Expended	Amount	Name of Recipient		Address
	\$			
	City	State	Zip	Comment / Purpose

Date Expended	Amount	Name of Recipient		Address
	\$			
	City	State	Zip	Comment / Purpose

Date Expended	Amount	Name of Recipient		Address
	\$			
	City	State	Zip	Comment / Purpose

I certify to the best of my knowledge this Statement of Expenditures is true and correct.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_