

# State of Colorado



**John W. Hickenlooper**  
Governor

**Neil Peck**  
Board Chair

**Dana Shea-Reid**  
Board Director

**State Personnel Board**  
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May 6, 2016

## Instructions for Candidates for Elected Board Member Vacancy

Dear Potential Candidate:

This packet will provide you with the information and required forms you will need for your candidacy for the elected State Personnel Board member vacancy that will occur at the end of the present term which ends on June 30, 2016.

In order to be certified as a candidate, you must submit a nomination form with signatures of a minimum of **100 certified state employees**. Please submit the employee signatures including the **last four digits** of their social security numbers using the *Candidate Nomination Petition Form*. Return the ORIGINAL petitions to the Board office **no later than close of business on June 17, 2016**. Copies of any portion of the Candidate Nomination Petitions will not be accepted. Board staff will verify that the employees who have signed your petition are certified. If you have collected enough signatures (100), you will be certified as a candidate in the upcoming election and your name placed on the ballot.

In addition to the nominating petition, you must complete the *Biographical Information Form* and return it along with the *notarized certification statement*, and your *Candidate Summary* to the Board office on or before close of business on **June 17, 2016**. The information from the candidate summary will be posted on the Board's website at [www.colorado.gov/spb](http://www.colorado.gov/spb) so that state employees may review it well in advance of the election and will also be posted on the electronic voting site during the election period.

Please review and complete each of the documents provided for potential candidates for the elected board position. If you have any questions, don't hesitate to contact me at 303-866-5776 [dana.shea-reid@state.co.us](mailto:dana.shea-reid@state.co.us).

Thank you for your interest in serving on the Colorado State Personnel Board.

Sincerely,

*Dana Shea-Reid*

Dana Shea-Reid, Board Director