

HOW TO RUN FOR OFFICE

CANDIDATE INFORMATION PACKET



La Plata County Election Department

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Tiffany Lee Parker
La Plata County Clerk and Recorder

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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 the actual knowledge of the campaign finance laws and regulations.

TIMELINES

Timelines listed in this document are correct as of November, 2017. Candidates are strongly urged to check changes to the Colorado Revised Statutes and the Secretary of State's Rules or consult legal counsel regarding specific questions and timelines addressed in this document.

Running For State Office

If you are considering running for 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.

Colorado Secretary of State	www.sos.state.co.us	(303) 894-2200
State Court Administrator	www.courts.state.co.us	(303) 861-1111
Colorado Democratic Party	www.coloradodems.org	(303) 623-4762
Colorado Republican Party	www.cologop.org	(303) 758-3333

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 above.

Running For County Office

Qualification and Duties

The La Plata County Clerk and Recorder have prepared this summary to outline La Plata 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. You may view and print candidate requirements and office responsibilities/duties from www.michie.com/colorado.

Any Public Office	Colorado Constitution Article XIV, Section 10 1-4-501 C.R.S
County Assessor	<i>Term of Office - 4 Years</i> [Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-801 C.R.S] <i>Minimum Age Requirement – 18 years of age</i> [1-4-501(1) C.R.S.] <i>Residency Requirement – Registered elector and resident of the county for at least 1 year prior to the election.</i> [Colorado Constitution Article XIV, Section 10] <i>Citizenship – U.S. Citizen</i> [1-2-101(a)C.R.S.]
County Clerk & Recorder	<i>Term of Office - 4 Years</i> [Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-401 C.R.S] <i>Minimum Age Requirement – 18 years of age</i> [1-4-501(1) C.R.S.] <i>Residency Requirement – Registered elector and resident of the county for at least 1 year prior to the election.</i> [Colorado Constitution Article XIV, Section 10] <i>Citizenship – U.S. Citizen</i> [1-2-101(a)C.R.S.]

County Commissioner

La Plata County has three (3) seats.

- One seat is elected at the General Election beginning in 1982 and every 4 years thereafter
- Two seats are elected at the General Election beginning in 1984 and every 4 years thereafter
- For the 2018 General Election, County Commissioner District #1 will be elected

Term of Office - 4 Years [Colorado Constitution Article XIV, Section 6; 1-4-205 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 for at least 1 year prior to the election.

[Colorado Constitution Article XIV, Section 10]

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

County Coroner

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(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 [30-10-601.5(2) and (3)(b) C.R.S.]

- Complete set of fingerprints taken by a qualified law enforcement agency and submit to County Clerk and Recorder the proof of such fingerprinting when filing a written acceptance or candidate affidavit.
- 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.

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(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(1)(b) C.R.S.]

Other Requirements [30-10-501.5(1)(c) C.R.S.]

- Complete set of fingerprints taken by a qualified law enforcement agency and submit to County Clerk and Recorder the proof of such fingerprinting when filing a written acceptance or candidate affidavit.
- 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.

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.]

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(a)C.R.S.]

Education Requirement – Professional Land Surveyor [30-10-901 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(a)C.R.S.]

County Candidate Responsibilities and Liabilities

Candidate Definition

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.

Candidate Affidavit

You must file a notarized candidate affidavit with the appropriate officer **within 10 days of becoming a Candidate, as 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). Helpful information will be found in:

- Colorado Constitution, Article XXVIII
- Title 1, Article 45, Colorado Revised Statutes (Fair Campaign Practices Act)
- 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

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.

You may contact the Secretary of State Campaign Finance Support team by email at cpfhelp@sos.state.co.us or by telephone at (303) 894-2200, extension 6383.

Municipal Candidates

Municipal candidates should contact their municipal clerk’s office.

Where to File a County Candidate Affidavit and Committee Registration

All county candidates, candidate committees, issue committees, political committees, independent expenditure committees, and small donor committees file with the Secretary of State.

Forms are available through the Secretary of State’s website (www.sos.state.co.us) under Campaign Finance.

[Click here to go to the Campaign Finance webpage.](#)

Timeliness

All filings must be submitted within the time allotted by Colorado Law. Failure to file reports on time may result in \$50 per day penalties. Please see the Secretary of State’s website (www.sos.state.co.us) for current year election and campaign finance filing calendars.

[Click here for filing calendars](#)

BALLOT ACCESS for County Candidates

<p>During the General Election (even-numbered) years there are <u>four ways</u> for a candidate to get their name on the ballot:</p>	<p>On which ballot will the Candidate's name appear?</p>																					
<p>1. Political Party Candidate Nomination “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 1-4-601 C.R.S., 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.” 1-4-101(3) C.R.S.</p> <table border="1" data-bbox="73 703 1218 1045"> <thead> <tr> <th colspan="3">Please contact your political party for more information regarding political party nominations</th> </tr> </thead> <tbody> <tr> <td>La Plata County Democratic Party</td> <td>www.laplatadems.org</td> <td>(970) 828-5458</td> </tr> <tr> <td>La Plata County Republican Party</td> <td>www.laplatarepublicans.org</td> <td>(970) 259-5347</td> </tr> <tr> <td>American Constitution Party</td> <td>www.americanconstitutionparty.com</td> <td>(720) 722-4ACP</td> </tr> <tr> <td>Green Party of Colorado</td> <td>www.coloradogreenparty.org</td> <td>(720) 378-4761</td> </tr> <tr> <td>Libertarian Party of Colorado</td> <td>www.LP.org</td> <td>(800)ELECT-US</td> </tr> <tr> <td>Unity Party of Colorado</td> <td>www.unityparty.us/unity-party-colorado.htm</td> <td></td> </tr> </tbody> </table>	Please contact your political party for more information regarding political party nominations			La Plata County Democratic Party	www.laplatadems.org	(970) 828-5458	La Plata County Republican Party	www.laplatarepublicans.org	(970) 259-5347	American Constitution Party	www.americanconstitutionparty.com	(720) 722-4ACP	Green Party of Colorado	www.coloradogreenparty.org	(720) 378-4761	Libertarian Party of Colorado	www.LP.org	(800)ELECT-US	Unity Party of Colorado	www.unityparty.us/unity-party-colorado.htm		<p>PRIMARY BALLOT</p>
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<p>2. Political Party Candidate Petition Candidates for political party nominations may also be placed on the Primary Election ballot by petition. Please read 1-4-801 C.R.S. for more information.</p> <p>NOTE: 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. 1-4-801 C.R.S.</p>	<p>PRIMARY BALLOT</p>																					
<p>3. Minor Party and Unaffiliated Candidate Petition 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. Please read 1-4-802 C.R.S. for more information.</p>	<p>GENERAL BALLOT</p>																					
<p>4. Write-in Affidavit 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 1-4-1101 C.R.S.</p> <p>NOTE: "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." 1-4-105 C.R.S.</p>	<p>PRIMARY or GENERAL BALLOT</p>																					

Running For City / Municipal Offices

Please contact your local city clerk.

<u>City</u>	<u>Phone Number</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>
Bayfield	970.884.9544	1199 Bayfield Parkway	Bayfield	81122
Durango	970.375.5010	949 E 2 nd Ave	Durango	81301
Ignacio	970.563.9494	540 Goddard Ave	Ignacio	81137

Running For School District

Please contact your School District's Designated Election Official

<u>School District</u>	<u>Phone Number</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>
District 9-R (Durango)	970.247.5411	201 E 12 th St	Durango	81301
District 10 Jt-R (Bayfield)	970.884.2496	24 Clover Dr	Bayfield	81122
District 11 Jt (Ignacio)	970.563.0500	455 Becker St	Ignacio	81137

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

Telephone: (303) 864-7720

Address: 1313 Sherman St # 521
Denver, CO 80203

Email: dola.helpdesk@state.co.us