



**PUEBLO COUNTY ELECTIONS
DEPARTMENT**

COUNTY CANDIDATE INFORMATION GUIDE

PUEBLO VOTES

**GET INFORMED.
GET INVOLVED.
VOTE.**

www.pueblovotes.com

Dear Interested Candidate,

The Pueblo County Clerk & Recorder, and the Pueblo County Elections Department are pleased to provide you with this County Candidate Information Guide, which contains information about running for a county office. This information guide is for anyone interested in running for a county elected office such as Assessor, Clerk & Recorder, Commissioner, Coroner, Sheriff, Surveyor, or Treasurer.

If you are considering running for a statewide office, please contact the Colorado Secretary of State and/or your party for more information about candidate requirements and ballot access procedures.

For municipal, special district or school district offices, please contact the corresponding district for candidate requirements and ballot access procedures.

This guide was created as a tool to assist you when considering running for office but is not legal advice. If you are considering running for office, we strongly advise you to consult legal counsel and review Colorado statutes regarding ballot access procedures. Please visit the Colorado Secretary of State Election Laws, Rules, and Resources website page for links to applicable statute.

If you have further questions after reviewing this guide, please contact the Pueblo County Elections Department at elections@pueblcounty.us or (719)583-6620.

Good luck and congratulations on taking the first step in running for public office.

Sincerely,
Gilbert Ortiz
Pueblo County Clerk & Recorder

Table of Contents

Candidate Checklist	Page 3
Municipal Offices and School District Contact Information	Page 4
Political Party Contact Information	Page 5
Campaign Finance and Special District Information	Page 6
Basic Qualifications for County offices	Page 7
Ballot Access options for Candidates	
Option 1: Political Party Nomination	Page 8
Option 2: Major Party Candidate by Petition	Page 8
Option 3: Minor Party Candidate by Petition	Page 10
Option 4: Unaffiliated Candidate by Petition	Page 12
Option 5: Write-In Candidate Affidavit	Page 14

Candidate Checklist

- Review qualifications for office (statute citations and information provided in this guide)
- Determine your ballot access approach and the associated requirements and deadlines
 - o i.e., affiliation deadlines, party process, special district process, petition process, etc.
- Review state candidate filing and campaign finance requirements.
- Initiate candidate affidavit and campaign finance reporting (TRACER system)
- If you are seeking county office via petition or write-in ballot access, please contact the Boulder County Elections Division for process and deadline information.

Contact Information for Municipal Offices and School Districts

Municipality	Phone	Address	Website
City of Pueblo	(719) 553-2655	200 S. Main St. Pueblo, CO 81003	www.pueblo.us
Pueblo West	(719) 547-2000	109 E Industrial Blvd, Pueblo West CO 81007	www.pueblowestmetro.com
Colorado City Metro	(719) 676-3396	4497 Bent Brothers Blvd, Colorado City CO 81019	www.colorado.gov/ coloradocitymetro
Pueblo County	(719) 583-6000	215 W. 10th Street, Pueblo CO 81003	www.county.pueblo.org
Pueblo Rural Fire	(719) 948-4646	29912 US-50 Bus, Pueblo, CO 81006	
Rye	(719) 489-2011	2067 Main St. Rye, CO 81069	www.colorado.gov/townofrye

School District	Phone	Address	Website
District 70	(719) 542-0220	301 28th Lane Pueblo, CO 81001	www.district70.org
District 60	(719) 549-7100	315 W. 11th St., Pueblo CO 81003	www.pueblocityschools.us

Political Party Contact Information

To learn more about party designations (major party, minor party, etc.), visit the Secretary of State website at:

<https://www.sos.state.co.us/pubs/elections/Candidates/PoliticalPartyDirectory.html>

Major Political Parties

Local Party Information

Pueblo Democratic Party

Mary Beth Corsentino- Chairperson
602 W 9th St.
Pueblo CO, 810003
(719)546-2745

Pueblo Republican Party

Marla Reichert- Chairperson
6 Avis Ave
Pueblo, CO 81005
(719)295-0600
pueblogop@gmail.com

State Party Information

Colorado Democratic Party

789 Sherman Street, Suite 110,
Denver, CO 80203
(303)623-4762
www.coloradodems.org

Colorado Republican Party

5950 S. Willow Drive, Suite 210,
Greenwood Village, CO 80111
(303)758-3333
www.cologop.org

Minor Political Parties

American Constitution Party

Email: info@americanconstitutionparty.com
Web: www.americanconstitutionparty.com

Green Party of Colorado

Email: Contact@ColoradoGreenParty.org
Web: www.coloradogreenparty.org

Libertarian Party of Colorado

Email: statechair@lpcolorado.org
Web: www.lpcolorado.org

Unity Party of Colorado

Email: mail@unityparty.us
Web: www.UnityPartyColorado.com

Qualified Political Organization:

Approval Voting Party

Approval Voting Party
Email: info@ApprovalVotingParty.com
Web:
www.facebook.com/groups/Approvalvoting

Campaign Finance Information

It is recommended that candidates familiarize themselves with Colorado campaign finance rules and laws as well as the Secretary of State TRACER system for all campaign finance disclosure reports and committee registration. Candidate affidavits and campaign finance reports are filed with the Colorado Secretary of State. For more information about candidate affidavits and campaign finance, please contact the Secretary of State via one of the methods below:

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

Special District Information

It is recommended that you contact the district directly for information about running for office. For additional special district information, contact the Colorado Department of Local Affairs:

- Main line: 303-864-7720
- Website: <https://www.colorado.gov/dola>

Basic Qualifications for County Office

Assessor – C.R.S. Title 30, Article 10, Part 8

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election

Clerk and Recorder – C.R.S. Title 30, Article 10, Part 4

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election

Commissioner – C.R.S. Title 1, Article 4, Part 205, C.R.S. Title 30, Article 10, Part 3

Four-year term, three seats

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the commissioner district within the county, which they are a candidate of, for at least one year prior to the election.

Coroner – C.R.S. Title 30, Article 10, Part 6

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election
- High School diploma or equivalent or a college degree
- Complete set of fingerprints – see statute for details
- Has not been convicted of or plead guilty or nolo contendere/no contest to felony (those pardoned are eligible to run)

Sheriff – C.R.S. Title 30, Article 10, Part 5

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election
- High School diploma or equivalent or a college degree
- Complete set of fingerprints – see statute for details
- Has not been convicted of or plead guilty or nolo contendere/no contest to felony (those pardoned are eligible to run)

Surveyor – C.R.S. Title 30, Article 10, Part 9

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election
- Professional land surveyor

Treasurer – C.R.S. Title 30, Article 10, Part 7

Four-year term

- U.S. citizen
- Minimum age of 18 years
- Registered elector
- Resident of the county for at least one year prior to the election

Ballot Access Options for Candidates

Option 1: Political Party Nomination

To be eligible for nomination by a major political party at any primary election, a candidate must be registered and affiliated with the party no later than the first business day of the January immediately preceding the primary election, unless party rules state otherwise. C.R.S. § 1-4-601(4)(a) (2018). In the case of a minor party, a candidate must be registered and affiliated with the party no later than the first business day of the January immediately preceding the general election for which the person was nominated, unless the party bylaws or constitution state otherwise. C.R.S. § 1-4-1304(2)(b),(c).

A candidate who wishes to gain ballot access through a party assembly must receive at least thirty percent of the votes cast by assembly delegates present and voting for that specific office at the party assembly. C.R.S. § 1-4-601(2); C.R.S. § 1-4-1304(1.5)(b)(II).

- Major party candidates nominated by assembly are placed on the primary election ballot. C.R.S. § 1-4-601(1).
- 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. C.R.S. § 1-4-1304(1.5)(c).

Option 2: Major Party Candidate by Petition

A major party candidate nominated by petition is placed on the primary election ballot. C.R.S. § 1-4-801(1).

Candidate Qualifications:

- Candidates must be affiliated with the political party no later than the first business day of the January immediately preceding the election for which a person desires to be placed in nomination. C.R.S. § 1-4-801(3).
- No candidate who attempted and failed to receive at least ten percent of the votes cast at the assembly for a particular office shall be placed in nomination on behalf of that party for the same office. C.R.S. § 1-4-801(4).

Petition Format and Approval Process:

The county clerk and recorder may provide a pre-printed sample petition or a candidate may create his or her own petition, to be approved by the county clerk and recorder, following the statutory requirements outlined in C.R.S. §§ 1-4-901, -02.

- The candidate's name and the office sought must be filled in on each page of the petition section along with the petition warning. C.R.S. § 1-4-902; C.R.S. § 1-4-801(1).
- Once the petition is submitted, the county clerk will approve or disapprove

Requirements of Petition Circulators and Affidavit of Circulator

- Be a resident of Colorado and a citizen of the United States. C.R.S. § 1-4-905(1).
- At least 18 years of age at the time this section of the petition was circulated and signed by the listed electors. C.R.S. § 1-4-905(1).
- Registered to vote and affiliated with the political party mentioned in the petition at the time the petition was circulated. C.R.S. § 1-4-905(1).
- Personally circulate the section of the petition to which the affidavit is attached. C.R.S. § 1-4-905(2).
- Ensure each signature on this petition is affixed in their presence. C.R.S. § 1-4-905(2).
- To the best of their knowledge and belief each of the persons signing this petition section was, at the time of signing, an eligible elector. C.R.S. § 1-4-905(2).
- Has not paid or will not in the future pay and believe that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition. C.R.S. § 1-4-905(2).
- Sign and have notarized concurrently, the Affidavit of Circulator attached to each of his or her completed section(s). C.R.S. § 1-4-905(2). Review C.R.S. § 1-4-905 to determine what is required to be included in the exact wording of the circulator affidavit.

Signatory Requirements:

- Only eligible electors in the district or political subdivision may sign the petition for which the candidate is to be elected. C.R.S. § 1-4-904(1).
- Each signer of the petition must be affiliated with the political party named in the petition for at least twenty-nine days prior to signing the petition. C.R.S. § 1-4-904(2)(a).
- An elector who is physically unable to sign the petition may receive the assistance of any person except the circulator, but immediately following the name of the disabled elector on the petition, the person providing assistance shall both sign and shall state that the assistance was given to the disabled elector. C.R.S. § 1-4-904(4).

Petition Qualification Requirements:

- The petition must contain at least the number of signatures equal to twenty percent of the votes from the same district cast at the last primary election for the same office and political party. C.R.S. § 1-4-801(2)(a).
- If no primary was held, the number of required signatures is equal to twenty percent of the votes from the same district cast in the last preceding general election for which there was a candidate for the office. C.R.S. § 1-4-801(2)(a).

Petition Filing Process:

- A nomination petition must be filed with a Candidate Acceptance of Petition Nomination form. C.R.S. § 1-4-906.
- A completed petition must be filed with the county clerk and recorder no later than the 3rd Tuesday in March. C.R.S. § 1-4-801(5).
- In accordance with Colorado Secretary of State Election Rule 15.4.3 (8 C.C.R. § 1505-1) and C.R.S. 1-4-905, all petition sections shall be:
 - o Completely assembled; any disassembly may disqualify the section.
 - o Returned with an Affidavit of Circulator attached to each section and notarized.
 - o Filed with the county clerk and recorder at one time.

Determination of Sufficiency:

- All petition sections and signature lines will be verified using C.R.S. § 1-4-905 and Colorado Secretary of State Election Rule 15 (8 C.C.R. § 1505-1);
 - Once the petition is verified, the county clerk and recorder shall notify the candidate of whether the petition is sufficient or insufficient via the statement of sufficiency. C.R.S. § 1-4-908(3).
 - If the petition is found to be sufficient in number, it will be deemed valid unless a protest is filed with the district court within five days after the statement of sufficiency is issued. C.R.S. § 1-4-908(3); C.R.S. § 1-4-909.
- Miscellaneous:
- Petitioners are advised to collect additional signatures over the number required in the event any signatures are found to be invalid.
 - Most candidate petitions will take at least five business days to verify.
 - Candidates are advised to review Article XXVIII of the Colorado Constitution and C.R.S. Title 1, Article 45 for information about required campaign finance obligations.

Option 3: Minor Party Candidate by Petition

A minor party candidate nominated by petition is placed on the general election ballot unless there is more than one candidate for that office nominated by assembly and/or petition; then candidates are placed on the primary election ballot. C.R.S. § 1-4-1304.

Candidate Qualifications:

Candidates must be affiliated with the political party 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. C.R.S. § 1-4-802(1)(g)(II).

Petition Format and Approval Process:

The county clerk and recorder may provide a pre-printed sample petition or a candidate may create his or her own petition, to be approved by the county clerk and recorder, following the statutory requirements outlined in C.R.S. § 1-4-901, -902.

- The candidate's name and the office sought must be filled in on each page of the petition section along with the petition warning. C.R.S. § 1-4-902; C.R.S. § 1-4-802(1)(a).
- Once the petition is submitted, the county clerk and recorder will approve or disapprove the petition format no later than two business days following the submission. C.R.S. § 1-4-903.

Petition Circulation:

Once the county clerk and recorder approves the petition format:

- The petition shall not be circulated nor any signatures be obtained prior to the first Monday in February in the general election year. C.R.S. § 1-4-802(1)(d)(II).
- Petitions shall be filed no later than eighty-five days before the primary election. C.R.S. § 1-4-802(1)(f)(II).

Requirements of Petition Circulators and Affidavit of Circulator:

- Be a resident of Colorado and a citizen of the United States. C.R.S. § 1-4-905(1).
- At least 18 years of age at the time this section of the petition was circulated and signed by the listed electors. C.R.S. § 1-4-905(1).

Disclaimer: This is not legal advice. The information provided above summarizes the county candidate qualifications and provides citations and laws governing those qualifications. Anyone considering running for office is advised to consult legal counsel and to review the candidate qualifications as set forth in statute in its entirety.

- Registered to vote and affiliated with the political party mentioned in the petition at the time the petition was circulated. C.R.S. § 1-4-905(1).
- Personally circulate the section of the petition to which the affidavit is attached. C.R.S. § 1-4-905(2).
- Ensure each signature on this petition is affixed in their presence. C.R.S. § 1-4-905(2).
- To the best of their knowledge and belief each of the persons signing this petition section was, at the time of signing, an eligible elector. C.R.S. § 1-4-905(2).
- Has not paid or will not in the future pay and believe that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition. C.R.S. § 1-4-905(2).
- Sign and have notarized concurrently, the Affidavit of Circulator attached to each of his or her completed section(s). C.R.S. § 1-4-905(2). Review C.R.S. § 1-4-905 to determine what is required to be included in the exact wording of the circulator affidavit.

Signatory Requirements:

- Only eligible electors in the district or political subdivision may sign the petition for which the candidate is to be elected. C.R.S. § 1-4-802(1)(c); C.R.S. § 1-4-904(1).
- Petitions to nominate candidates from a minor political party or unaffiliated candidates in a partisan election may be signed by any eligible elector who has not signed any other petition for any other candidate for the same office. C.R.S. § 1-4-904(2)(b).
- An elector who is physically unable to sign the petition may receive the assistance of any person except the circulator, but immediately following the name of the disabled elector on the petition, the person providing assistance shall both sign and shall state that the assistance was given to the disabled elector. C.R.S. § 1-4-904(4).

Petition Qualification Requirements:

The petition must contain the lesser of either seven hundred fifty votes or two percent of the total votes cast for all candidates for that office in the most recent general election. C.R.S. § 1-4-802(1)(c)(VII).

Petition Filing Process:

- A nomination petition must be filed with a Candidate Acceptance of Petition Nomination form. C.R.S. § 1-4-906.
- A completed petition must be filed with the county clerk and recorder's office no later than eighty-five days before the primary election. C.R.S. § 1-4-802(1)(f)(II).
- All petition sections shall be in accordance with C.R.S. § 1-4-905 and Colorado Secretary of State Election Rule 15 (8 C.C.R. § 1505-1):
 - o Completely assembled; any disassembly may disqualify the section.
 - o Returned with an Affidavit of Circulator attached to each section and notarized.
 - o Filed with the county clerk and recorder at one time.

Determination of Sufficiency:

- All petition sections and signature lines will be verified using C.R.S. § 1-4-901 et seq. and Colorado Secretary of State Election Rule 15 (8 C.C.R. § 1505-1).
- Once the petition is verified, the county clerk and recorder shall notify the candidate of whether the petition is sufficient or insufficient via the statement of sufficiency. C.R.S. § 1-4-908(3).
- If the petition is found to be sufficient in number, it will be deemed valid unless a protest is filed with the district court within five days after the statement of sufficiency is issued. C.R.S. 1-4-908(3); C.R.S. § 1-4-909.

Miscellaneous:

- Petitioners are advised to collect additional signatures over the number required in the event any signatures are found to be invalid.
- Most candidate petitions will take at least five business days to verify.
- Candidates are advised to review Article XXVIII of the Colorado Constitution and Title 1, Article 45 of the Colorado Revised Statutes for information about required campaign finance obligations.

Option 4: Unaffiliated Candidate by Petition

Unaffiliated candidates nominated by petition are placed on the general election ballot.

Candidate Qualifications:

- Unaffiliated candidates must be so registered in 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. C.R.S. § 1-4-802(1)(g)(II).

Petition Format and Approval Process:

The county clerk and recorder may provide a pre-printed sample petition or a candidate may create his or her own petition, following the statutory requirements outlined in C.R.S. §§ 1-4-901, -02, to be approved by the county clerk and recorder. C.R.S. § 1-4-903.1

- The candidate's name and the office sought must be filled in on each page of the petition section along with the petition warning. C.R.S. § 1-4-802(1)(a); C.R.S. § 1-4-902;
- The petition must contain the name and address of the candidate and must designate in not more than three words the political or other name selected by the signers to identify an unaffiliated candidate. C.R.S. § 1-4-802(1)(a).
- No name of any political party shall be used, in whole or in part, to identify an unaffiliated candidate. C.R.S. § 1-4-802(1)(a).
- Once the petition is submitted, the county clerk and recorder will approve or disapprove the petition format no later than two business days following the submission. C.R.S. § 1-4-903.

Petition Circulation:

Once the county clerk and recorder approves the petition format, the petition shall not be circulated nor any signatures be obtained prior to one hundred and seventy-three days before the general election. C.R.S. § 1-4-802(1)(d)(I). Petitions shall be filed no later than 3 p.m. on the one hundred seventeenth day before the general election with the county clerk and recorder. C.R.S. § 1-4-802(1)(f)(I).

Requirements of Petition Circulators and Affidavit of Circulator:

- Be a resident of Colorado and a citizen of the United States. C.R.S. § 1-4-905(1).
- At least 18 years of age at the time this section of the petition was circulated and signed by the listed electors. C.R.S. § 1-4-905(1).
- Registered to vote and affiliated with the political party mentioned in the petition at the time the petition was circulated. C.R.S. § 1-4-905(1).
- Personally circulate the section of the petition to which the affidavit is attached. C.R.S. § 1-4-905(2).
- Ensure each signature on this petition is affixed in their presence. C.R.S. § 1-4-905(2).
- To the best of their knowledge and belief each of the persons signing this petition section was, at the time of signing, an eligible elector. C.R.S. § 1-4-905(2).

Disclaimer: This is not legal advice. The information provided above summarizes the county candidate qualifications and provides citations and laws governing those qualifications. Anyone considering running for office is advised to consult legal counsel and to review the candidate qualifications as set forth in statute in its entirety.

- Has not paid or will not in the future pay and believe that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition. C.R.S. § 1-4-905(2).
- Sign and have notarized concurrently, the Affidavit of Circulator attached to each of his or her completed section(s). C.R.S. § 1-4-905(2). Review C.R.S. § 1-4-905 to determine what is required to be included in the exact wording of the circulator affidavit.

Signatory Requirements:

- Only eligible electors in the district or political subdivision may sign the petition for which the candidate is to be elected. C.R.S. § 1-4-802(1)(c); C.R.S. § 1-4-904(1).
- Petitions to nominate candidates from a minor political party or unaffiliated candidates in a partisan election may be signed by any eligible elector who has not signed any other petition for any other candidate for the same office. C.R.S. § 1-4-904(2)(b).
- An elector who is physically unable to sign the petition may receive the assistance of any person except the circulator, but immediately following the name of the disabled elector on the petition, the person providing assistance shall both sign and shall state that the assistance was given to the disabled elector. C.R.S. § 1-4-904(4).

Petition Qualification Requirements:

The petition must contain the lesser of either seven hundred fifty votes or two percent of the total votes cast for all candidates for that office in the most recent general election. C.R.S. § 1-4-802(1)(c)(VII).

Petition Filing Process:

- A nomination petition must be filed with a Candidate Acceptance of Petition Nomination form. C.R.S. § 1-4-906.
- A completed petition must be filed with the county clerk and recorder's office no later than eighty-five days before the primary election. C.R.S. § 1-4-802(1)(f)(II).
- All petition sections shall be in accordance with C.R.S. § 1-4-905 and Colorado Secretary of State Election Rule 15 (8 C.C.R. § 1505-1):
 - o Completely assembled; any disassembly may disqualify the section.
 - o Returned with an Affidavit of Circulator attached to each section and notarized.
 - o Filed with the county clerk and recorder at one time.

Determination of Sufficiency:

- All petition sections and signature lines will be verified using the Colorado Revised Statutes, Title 1, Article 4, together with the Colorado Secretary of State Election 15.
- Once the petition is verified, the county clerk and recorder shall notify the candidate if the petition is sufficient or insufficient no later than ninety-six days before the general election via statement of sufficiency. C.R.S. § 1-4-908(3).
- If the petition is found to be sufficient in number, it will be deemed valid unless a protest is made in writing within five days after the statement of sufficiency is issued. C.R.S. § 1-4-908(3); C.R.S. § 1-4-909.
- If the petition is not found to be sufficient, it may be amended once no later than 3 p.m. on the eighty-fifth day before the general election. C.R.S. § 1-4-912(1).
- If the petition is amended, the county clerk and recorder shall notify the unaffiliated candidate of whether the petition is sufficient or insufficient no later than the seventy-fifth day before the general election. C.R.S. § 1-4-912(1).

Miscellaneous:

- Petitioners are advised to collect additional signatures over the number required in the event any signatures are found to be invalid.
- Petitioners are advised to submit petitions prior to the statutory deadline in the event any cure period may be applicable. Most candidate petitions will take at least five business days to verify.
- Candidates are advised to review Article XXVIII of the Colorado Constitution and Title 1, Article 45 of the Colorado Revised Statutes for information about required campaign finance obligations.

Option 5: Write-In Candidate by Affidavit

A person who wants to be a write-in candidate for an office in an election shall file an affidavit of intent stating that he or she desires the office and is qualified to assume its duties if elected. C.R.S. § 1-4-1101(1).

Candidate Affidavit of Intent:

No write-in vote for an office in an election shall be counted unless the person for whom the vote was cast filed the required Affidavit of Intent. C.R.S. § 1-4-1101(2). The Affidavit of Intent shall be filed stating that the candidate desires the office and is qualified to assume duties, if elected. C.R.S. § 1-4-1101(2).

Filing Process:

The affidavit shall be filed with the county clerk and recorder if it is for a county office, no later than the close of business on the sixty-seventh day before the primary and by the close of business on the one hundred tenth day before any other election. C.R.S. § 1-4-1102(1).