



CANDIDATE INFORMATION

**FIRST MUNICIPAL ELECTION
JANUARY 30, 2024**



PREPARED BY
Keystone Election Commission

Dear Candidate:

THANK YOU for your interest in community service. This Candidate Packet has been prepared as a general guide for candidates for elective office in the Town of Keystone. This packet provides basic information associated with candidacy and other pertinent information about the election process. The Keystone Election Commission, however, cannot provide legal advice, cannot interpret campaign finance laws and does not manage campaigns or directly aid candidates seeking election. You are encouraged to consult the Colorado Revised Statutes (www.colorado.gov) and the Colorado Fair Campaign Practices Act (www.elections.colorado.gov) for specific requirements.

The candidate is responsible for filing the appropriate documents in a timely manner. Please note that within ten days after you become a candidate, the "Candidate Affidavit" form must be filed with the Election Commission. The "Committee Registration Form" must be filed with the Election Commission before accepting contributions or making any expenditures. Additionally, there are certain requirements imposed by law concerning the collection and deposit of campaign funds.

If you have any questions, please email at: keystoneelectioncommission@gmail.com.

Sincerely,
Keystone Election Commission

CANDIDATE INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

At the first Town of Keystone Municipal Election, to be held on January 30, 2024, Keystone voters will be electing one (1) mayor and six (6) Councilmembers for the Town Council. For this first election, in order to create staggered terms, the three Councilmember candidates receiving the highest number of votes will serve a term until April, 2028. The three Councilmember candidates receiving the next three highest number of votes will be elected to serve a term until April, 2026. The mayoral candidate receiving the highest number of votes will be elected to serve a term until April, 2028.

The Town Council (“Council”) is the legislative and governing body of the Town of Keystone.

The Town of Keystone utilizes the “Council-Manager” form of government. The Council determines policies, enacts local legislation, adopts budgets, and appoints the Town Manager. The Town Manager executes the laws and administers the Town government.

The Keystone Election Commission, under the provisions of the Keystone Town Charter and the Colorado Municipal Election Code, will administer this first municipal election for Town Council. Town elections are non-partisan.

QUALIFICATIONS FOR OFFICE

At the time of nomination and election, all candidates must be a Primary Resident as defined by the laws of the state of Colorado and a registered elector of the Town of Keystone. To be eligible to hold Town Elective Office, a person shall have Primary Residency within the Town of Keystone at the time of election for one (1) year immediately preceding the election.

Additionally, all candidates:

- Shall be at least 18 years old;
- Shall be a citizen of the United States;
- Shall not have been convicted of a felony of embezzlement of public moneys, bribery, perjury, solicitation of bribery, or subordination of perjury;
- Shall maintain primary residence in the Town throughout the term of office;
- Shall not be an employee of the Town during the term of office; and
- Shall not hold any other elective position with a federal, state, county, special district, or municipal governmental entity.

NOMINATION PETITIONS

Municipal Election Nomination Petitions are available upon request from the Keystone Election Commission. To become a candidate for office, a candidate's nomination petition must be signed by at least 10 registered electors who reside within the Keystone town limits. It is recommended that more than 10 signatures be obtained in the event some signatures cannot be counted.

The candidate must complete, sign, and have notarized the **Acceptance of Nomination** form. The petition circulator must complete, sign, and have notarized the **Affidavit of Circulator** form. Most banks provide notary public services. If more than one petition for a candidate is circulated, each petition must have the **Affidavit of Circulator** completed, signed, and notarized.

Each registered elector signing a petition shall print his or her name, and include the Physical street address of his or her place of residence and county, the date and time the petition is signed. For the January 30, 2024, election, a registered elector shall not sign more than **Six** nomination petitions for the Town Councilmember candidates and not more than **One** nomination petition for the Town Mayor candidates.

Petitions may be circulated and signed starting 91 days before the election, and must be filed no later than 71 days before the election.

***First Day Petitions May Be Circulated:
October 31, 2023***

***Last Day Petitions May Be Circulated And Filed:
November 20, 2023***

WITHDRAWAL FROM NOMINATION

A person whose nomination petition has been properly completed and filed may withdraw from nomination by filing a Written Affidavit with the Election Commission no later than 5pm November 28, 2023. If the person chooses to withdraw after November 28, 2023, that person's name will remain on the ballot.

ELECTION PRECINCTS; MAIL-IN BALLOTS

The Election Commission will mail a ballot to all active registered electors of the Town of Keystone. The ballot can be returned by mail to: PO Box 5928, Dillon, Colorado, 80435. **On publicized days and times** there is also a mail ballot drop box located in the lobby of the Keystone Policy Center at 1628 Sts. John Road, Keystone.

ELECTION RESULTS

Preliminary Election results will be posted at the Keystone Policy Center, 1628 Sts. John Road, Keystone, Colorado as soon as they are available AFTER 7pm Election Day.

MISCELLANEOUS CANDIDATE INFO

- **Order of Names on Ballot.** The order in which candidate names will appear on the ballot will be determined by lot after all nomination petitions are filed. The drawing will be held at Keystone Policy Center at 5:30pm on November 28th. Candidates are invited to attend and witness the drawing.
 - **Town Council Meetings.** The Town Council will hold regular *in-person* meetings at least once each month at a day and hour to be fixed by the first Town Council.
 - **Compensation.** Town Councilmembers are compensated \$500 per month (\$6,000 annually). The Town Mayor is compensated at \$1,000 per month (\$12,000 annually).
 - **Town Home Rule Charter.** The complete Keystone Home Rule Charter can be accessed from <https://incorporatekeystone.wildapricot.org/Keystone-Home-Rule-Charter>,
 - **Voter Registration Lists.** Voter registration lists are available from the Summit County Clerk's office. All requests for lists must be made in writing, with forms available on the Clerk's website. Email requests to: elections@summitcountyco.gov. Based on the most recent request from the Summit County Clerk's Office, there are approximately [1200] registered voters in Keystone. The Clerk's list may include non-Keystone voters.
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FOR ADDITIONAL INFORMATION

Further information may be obtained from the Keystone Election Commission by phone, [703 402 2826 or by email, [keystoneelectioncommission@gmail.com].

CAMPAIGN AND POLITICAL FINANCE

FAIR CAMPAIGN PRACTICES ACT (FCPA)

On November 5, 2002, the citizens of Colorado approved a ballot initiative titled “Amendment 27: Campaign Finance.” This initiative amended the Colorado Constitution and the Fair Campaign Practices Act by placing limits on the amounts and types of contributions permitted during an election, among other changes.

It is the responsibility of the candidate to become familiar with and follow the provisions of the Fair Campaign Practices Act. For the complete Colorado Campaign and Political Finance Manual, visit the Colorado Secretary of State’s website, <https://www.coloradosos.gov/pubs/elections/>.

The Keystone Election Commission does not provide legal advice on the Fair Campaign Practice Act.

All FCPA reports shall be filed with the Keystone Election Commission .

FCPA FORMS

The following forms are available at <https://incorporatekeystone.wildapricot.org/Town-Council> or, contact the Keystone Election Commission. REMINDER: All FCPA forms must be filed with the Keystone Election Commission. Contact keystoneelectioncommission@gmail.com or call 703-402 - 2826 to arrange when and where to file.

- **Candidate Affidavit.** This form must be filed *within 10 days* of publicly announcing your intention to seek election to public office.
- **Statement of Personal Expenditures by a Candidate.** Candidates who accept no contributions but have made expenditures of personal funds are required to disclose the amount of any expenditure. *This report must be filed a total of **THREE TIMES; 21 days before** the election, **4 days before** the election, and **35 days after** the election.*
- **Committee Registration Form.** All candidate committees must register before accepting contributions or making expenditures. A candidate shall have only one candidate committee.
- **Report of Contributions and Expenditures.** The Report of Contributions and Expenditures is a financial report required for all committees that accept contributions or make expenditures. *This report must be filed **THREE TIMES; 21 days before** the election, the **Friday before** the election, and **35 days after** the election.*

- All contributions received and all expenditures must be reported
- Itemize all contributions of \$20 or more (with the name and address of the contributor) and all expenditures of \$20 or more to the same payee
- The occupation and employer of contributors of \$100 or more must be disclosed
- No committee may accept contributions of cash or coin for more than \$100
- No committee may spend more than \$100 in cash or coin
- Expenditures and contributions in excess of \$1,000 require a separate report
- Volunteer services by an individual are not considered contributions

Once the campaign has ended, the person who was a candidate for municipal office is still obligated to file FCPA reports for as long as funds remain in the campaign account, and until the account is closed. In succeeding years, the filing date is on the first day of the month in which the election took place (e.g., January 2, 2025, etc.).

- **Candidate Statement of Non-Receipt of Contributions or Non-Expenditure of Funds.** This form is for candidates that do not have a campaign committee and have not received contributions nor made expenditures. In addition, no expenditures have been made on behalf of the candidate. *This filing is voluntary but may prevent the perception that a candidate has failed to file reports.*
- **Report of Electioneering Communication.** Candidates who expend \$1,000 or more per year for broadcast or print messages must file this report.

FCPA FILING DEADLINES

21 DAYS BEFORE THE ELECTION: *January 9, 2024*

FRIDAY BEFORE THE ELECTION: *January 26, 2024*

35 DAYS AFTER THE ELECTION: *March 5, 2024*

TERMINATING YOUR COMMITTEE

It is very important that committees terminate properly to end all filing requirements and avoid fines and penalties for non-reporting. A committee may only terminate by filing a Report of Contributions and Expenditures indicating a “zero” balance.

UNEXPENDED CAMPAIGN CONTRIBUTIONS

Unexpended campaign contributions to a candidate committee may be:

- Contributed to a political party
- Donated to a charitable organization recognized by the Internal Revenue Service
- Retained by the committee for use by the candidate in a subsequent campaign
- Returned to the contributors

In no event shall contributions to a candidate committee be used for personal purposes not reasonably related to supporting the election of the candidate.

PENALTIES

THE KEYSTONE ELECTION COMMISSION MAY IMPOSE A PENALTY OF \$50 PER DAY FOR EACH DAY THAT A STATEMENT OR OTHER INFORMATION REQUIRED TO BE FILED PURSUANT TO THE FCPA IS NOT FILED BY THE CLOSE OF BUSINESS ON THE DAY DUE

SIGNS, POSTERS AND BANNERS

Political signs, posters, and banners indicating support for or opposition to a political candidate are permitted if the signs, posters and banners are in compliance with local, state, and federal law.

Key Dates and Deadlines:

2023

- October 6. Official Charter election results available.

- October 19. 6pm Keystone Policy Center **Forum** for anyone considering being a candidate.

- Declare your candidacy. Must file **Candidate Affidavit** with Keystone Election Commission within 10 days of declaration.

- If you think you will receive contributions from anyone, file a **Committee Registration Form**

- October 31 First day to circulate petitions and gather signatures from 10 qualified voters

- November 20. Deadline for filing completed petitions with Keystone Election Commission

- November 28. 5pm deadline to withdraw

- November 28 5:30pm drawing to determine candidate ballot order

- December 16, deadline for UOCAVA ballots to be mailed

2024

- January 8-15 ballots mailed

- January 9, 5pm, first FCPA campaign disclosure report due

- January 10 Last day to register to have ballot automatically mailed.

- TBD Meet the Candidates night at Keystone Policy Center

- January 26 5pm, second FCPA campaign disclosure report due

- January 30 7pm (election day) deadline for most ballots to be received at Keystone Policy Center

- January 30 evening, preliminary results available

- Feb 8 or 9 Official election results

- March 5pm FCPA campaign Disclosure report due.

- Close out your campaign