

# Candidate Requirements

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# Candidate Requirements

- Qualifications
  - Primary Resident at time of election for one year, US Citizen, 18 years old
  - Maintain Residency throughout the term
  - Never convicted of a felony for embezzlement of public moneys, bribery, perjury, solicitation of bribery or subornation of perjury
  - Can not be a current employee of the Town or hold an elective position with a Federal, State, county, special district or municipal Government entity
  
- Documents/Actions
  - File a Candidate Affidavit
  - Obtain at least 10 petition signatures
  - File Financial Reports

# The Election Process

- For **Mayor**....this is a Four year term based on the Highest vote count for the position
- For **Town Council**...in order to have overlapping terms for the initial election:
  - The top three highest vote count will have a term of four years
  - The next three highest vote count will have a term for 2 years

# Overview Document



## CANDIDATE INFORMATION

FIRST MUNICIPAL ELECTION  
JANUARY 30, 2024



10/18/23 8:24 AM

- This is a summary of the documents you will need to file
- Documents can be downloaded at <https://incorporatekeystone.wildapricot.org>
- Filings will all be with the Keystone Election Commission who is the acting “Clerk”  
In person filings can be made at the Keystone Center on Nov 8, 15 from 11:30-1 or on Nov 20<sup>th</sup> from 4-5
- Note that many of the forms require Notarization
  - Paula Samuelson [psamuels970@gmail.com](mailto:psamuels970@gmail.com)
  - US Bank/Dillon
  - Town of Dillon
  - Jeff Herynk at Gateway [jherynk@aol.com](mailto:jherynk@aol.com)
- Dates are “in stone”



# Dates/Deadlines/Deliverables

## *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

- October 31<sup>st</sup> is the first day that you can gather signatures
- November 20<sup>th</sup> 5pm deadline for turning in your 10+ Signatures
- Jan 8<sup>th</sup>+ Ballots go out
- Jan 30<sup>th</sup> Election Deadline
- March 5 FCPA campaign disclosure report due

*Note: There will be a Candidate Forum for the public in early January*

# Candidate Affidavit

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80202  
Ph: (303) 894-2200 ext. 6303  
Fax: (303) 869-4863  
www.sos.state.co.us

1700 BROADWAY, STE. 200  
DENVER, CO 80202  
PH: (303) 894-2200 EXT. 6303  
FAX: (303) 869-4863  
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.]

➤ **Municipal Candidates file with the Keystone Election Commission**

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

Form: CPF 1 Revised 08/2011

- First Document to sign
- Read very carefully as this commits you to understanding what you are signing up for
- To be filed within 10 days of declaring candidacy
- Must be notarized
- File with Keystone Election Commission

# The Nomination Petition

**TOWN OF KEYSTONE, COLORADO**  
**MUNICIPAL ELECTION NOMINATION PETITION**  
Candidates must meet the following criteria pursuant to C.R.S. § 31-10-302

I, \_\_\_\_\_  
(PRINT YOUR FULL NAME INCLUDING JR., SR., II., III., etc.)

Who resides at \_\_\_\_\_, in the Town of Keystone,  
County of Summit, State of Colorado, hereby petition to be a candidate for the office of \_\_\_\_\_  
\_\_\_\_\_ for the Town of Keystone to be voted at the Special Municipal Election to be held  
on the 30th day of January, 2024.

**C.R.S. § 31-10-909(1)(a)** Nomination Petitions may be circulated and signed beginning on the 91<sup>st</sup> day and ending on the 71<sup>st</sup> day prior to the day of election (election day excluded). Petitions shall be filed with the clerk/Election Commission no later than the 71<sup>st</sup> day prior to the day of election (election day excluded).

**C.R.S. §31-10-302(2)(c)** Each petition shall be signed by a minimum of TEN registered electors. The Keystone Election Commission shall validate all signatures on a petition.

**C.R.S. §31-10-909(1)(a)** Any petition may be amended to correct or replace those signatures which the clerk/Election Commission finds are not in apparent conformity with the requirements at any time 63 days prior to the election (election day excluded).

**ONLY KEYSTONE REGISTERED ELECTORS CAN SIGN:** Petitioners MUST live within the Town limits. Some "Keystone" addresses are not within the Town of Keystone. Please check the Keystone Election Commission or The Incorporate Keystone website for additional information.

**C.R.S. 31-10-302(5)** No registered elector shall sign more than one nomination petition for each separate office to be filled. (There are SIX separate offices available for Councilmember and ONE office for Mayor.)

- To be turned in with the petition
- These represent required criteria  
[Link to the Colorado Sec of State Website](#)
- Additional Keystone Reqts:
  - One year residency
  - Certain Felonies
  - Retain residency in town

# Signature Page for Petitions

Candidate nomination petitions require a minimum of ten (10) signatures

PETITION TO NOMINATE \_\_\_\_\_ for \_\_\_\_\_  
(name of candidate) (office)

1. Signature	Address (Street & Number)	Date
Printed name	Town, County	Time
2. Signature	Address (Street & Number)	Date
Printed name	Town, County	Time
3. Signature	Address (Street & Number)	Date
Printed name	Town, County	Time
4. Signature	Address (Street & Number)	Date
Printed name	Town, County	Time
5. Signature	Address (Street & Number)	Date
Printed name	Town, County	Time
6. Signature	Address (Street & Number)	Date
Printed name	Town, County	Time
7. Signature	Address (Street & Number)	Date
Printed name	Town, County	Time
8. Signature	Address (Street & Number)	Date
Printed name	Town, County	Time
9. Signature	Address (Street & Number)	Date
Printed name	Town, County	Time
10. Signature	Address (Street & Number)	Date
Printed name	Town, County	Time

- Your signature can count as one of the 10 required
- Candidate Name and office must be filled in prior to collecting signatures
- Must be filled in completely
- Date/Time is critical
- Registered Voters of Keystone can sign only one Mayoral and Six Council nominations
- If you desire more than 20, make another copy



# The Circulator's Affidavit

**AFFIDAVIT OF CIRCULATOR** (The Affidavit of Circulation does not have to be circulated by the petitioner)

I, \_\_\_\_\_,  
(PRINT YOUR FULL NAME INCLUDING JR., SR., II, III, etc.)

Hereby certify that I circulated this petition and that each signature is the signature of the person whose name it purports to be and that each signer has stated that the person is a registered elector of the Town of Keystone, Colorado for which this nomination is made.

\_\_\_\_\_  
Signature of Circulator

Date: \_\_\_\_\_, 20\_\_

STATE OF COLORADO )  
COUNTY OF SUMMIT )

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

(SEAL) \_\_\_\_\_  
Notary Public

Commission Expires: \_\_\_\_\_

- Every Circulator, including the candidate must complete this document and be a Registered Elector of 18 yrs old by election day
- Circulator must witness each signature
- Signatories must be registered voters within Keystone
  - Lists can be obtained from County Clerk for a fee
  - Or, you can confirm on the Sec of State Website with the voters full date of birth
- Circulator signature confirmed by a Notary

# Affidavit of Acceptance of Nomination

**AFFIDAVIT OF  
ACCEPTANCE OF NOMINATION  
AND SATISFACTION REQUIREMENTS**

I, \_\_\_\_\_ hereby accept the nomination tendered to me by the foregoing petitioners for the office of \_\_\_\_\_, Town of Keystone, County of Summit, Colorado. My place of residence is \_\_\_\_\_ in the Town of Keystone, Colorado.

I certify that I satisfy the requirements of CRS § 31-10-301 to be a candidate and hold municipal office; that I am a registered elector of the Town of Keystone, at least 18 years of age on the date of the election and a resident of the Town of Keystone for at least twelve (12) consecutive months immediately preceding the date of the election.

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

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

Residence Address: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

STATE OF COLORADO    )  
COUNTY OF SUMMIT    )

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

(SEAL) \_\_\_\_\_  
Notary Public

Commission Expires: \_\_\_\_\_

PLEASE INDICATE BELOW THE WAY YOU WISH YOUR NAME TO APPEAR ON THE BALLOT.  
NO DEGREE OR TITLE IS PERMITTED. PLEASE TYPE or PRINT LEGIBLY.


\_\_\_\_\_

- To be submitted to the Election Commission no later than 5pm on Nov 20
- Sign in the presence of a Notary
- Ensure you fill in your name at the bottom as you want it on the ballot
  - Preferred Name
  - No degrees or honoraria
  - Initials are OK
- Order of names for ballot will be drawn at random on Nov 28<sup>th</sup> at 5:30pm at Keystone Center, open to the public

# Personal Campaign Finance Reporting Form

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80202  
Ph: (303) 894-2200 ext. 6383  
Fax: (303) 899-4863  
Email: [egh@dpj.sos.state.co.us](mailto:egh@dpj.sos.state.co.us)  
[www.sos.state.co.us](http://www.sos.state.co.us)

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: \_\_\_\_\_


Colorado Secretary of State Rev. 12/09

- Use this form for when you use your own funds
- Include all costs incurred including in-kind
- This document is to be submitted three times
- Ignore “District Number”
- To be filed with the Keystone Election Commission



# Committee Registration Form

Colorado Secretary of State  
Elections Division  
1700 Broadway, Suite 200  
Denver, CO 80202  
Ph: (303) 894-2280  
Fax: (303) 869-4863  
Email: [egf@hlp.gov.co.state.co.us](mailto:egf@hlp.gov.co.state.co.us)  
Website: [www.sos.state.co.us](http://www.sos.state.co.us)

 Below Space or Office Use Only

**NEW COMMITTEE REGISTRATION FORM**  
(1-45-308, C.R.S.)

Please use this form if you are registering a new committee for Colorado campaign finance purposes.  
Independent Expenditure Committees Use Secretary of State Form CPF-37  
Or register online at: [tracetr.sos.colorado.gov](http://tracetr.sos.colorado.gov)

**Select Only One Committee Type:**

Candidate Committee     State Political Committee     Small Donor Committee     Political Party  
 Issue Committee     Small-Scale Issue Committee     §27 Political Organization

**Committee Name:** \_\_\_\_\_  
Name should be descriptive. Include office, or organization name, etc. Note: Colorado does not have PACs, only Political Committees.

Committee Address (physical): \_\_\_\_\_  
Committee Address (mailing): \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Check Only One Jurisdiction:**

State    Web Address: \_\_\_\_\_  
 Special District    Enter Applicable \_\_\_\_\_  
 School District    Counties \_\_\_\_\_

Municipal (file with Municipality)

**Purpose/Office Sought** (include office & election year, if applicable): \_\_\_\_\_

**Financial Institution Information:**  
Institution Name: \_\_\_\_\_  
Institution Address: \_\_\_\_\_

**Authorized Agents Contact Information:**

<b>Registered Agent:</b>	<b>Designated Filing Agent: (Optional)</b>
Name: _____	Name: _____
Phone Number: _____	Phone Number: _____
E-mail Address: _____	E-mail Address: _____
Alternate E-mail 1: _____	Alternate E-mail 1: _____
Alternate E-mail 2: _____	Alternate E-mail 2: _____

**Registered Agent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Designated Filing Agent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_


Candidate Committee Complete the following:  
Print Candidate Name: \_\_\_\_\_  
Candidate Address (include mailing): \_\_\_\_\_  
Candidate Signature: \_\_\_\_\_ **Date:** \_\_\_\_\_

Colorado Secretary of State Form CPF-6, Rev. 5/2016

- Unless you are only self funding, you need to set up a Committee
- It's a contribution if:
  - Anyone gives you money
  - Spends money on your behalf
  - Gives something of value
- There are no penalties for over reporting
- Possible that you may need to file both individual and committee forms
- Note: Cash/Coin vs Credit Card/Check

# State of Colorado Report of Contributions and Expenditures

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80290  
Phone: (303) 894-2200 ext. 6383  
Fax: (303) 869-4861  
Email: [cpfhelp@ssa.state.co.us](mailto:cpfhelp@ssa.state.co.us)  
[www.ssa.state.co.us](http://www.ssa.state.co.us)



REPORT OF CONTRIBUTIONS AND EXPENDITURES  
2010 Revised Reporting Forms

The Report of Contributions and Expenditures is a financial report required for all committees or parties that accept contributions or make expenditures to support or oppose a candidate or an initiative seeking access to the ballot and/or a referendum placed on the ballot by the general assembly. The report is comprised of 7 basic data entry pages along with several informational and instructional pages. The data entry forms consist of the Report of Contributions and Expenditures with the Detail Summary, Schedules A, B, C, D and the Statement of Non-Monetary Contributions. Completion of Schedules A, B, C, D and the Statement of Non-Monetary Contribution forms should be done prior to completion of the Report of Contributions and Expenditures and Detail Summary pages. Listed below are brief descriptions of what each data entry page accomplishes to help you complete and finalize this report.

**Report of Contributions and Expenditures (page 1)**  
A summary page of the committee or party name, address, financial institution, registered agent and the contribution/expenditure totals for a specific reporting period with the **Detailed Summary page** (page 2) that summarizes totals for all other data entry forms. Complete this 2-page form last.

**Schedule A**  
This form is used to report monetary contributions received by the committee or party that exceed \$19.99. (Money received into the committee/party.)

**Schedule B**  
This form is used to report expenditures paid out by the committee or party that exceed \$19.99. (Money expended/paid out by the committee/party.)

**Schedule C**  
This form details loans received and repaid by the committee/party. (Money received by committee from a financial institution and/or repayment of a loan to a financial institution.)

**Schedule D**  
This form allows the committee/party to account for either a contribution or expenditure that has been made and is being returned to the committee/party.

**Statement of Non-Monetary Contributions**  
This form details contributions received that are tangible and can be assessed a fair market value. Expenditures on behalf of a candidate that are coordinated with or controlled by the candidate, candidate's agent or the political party shall be counted as a contribution to and expenditure by the candidate committee or the political party.

If filing the Report of Contributions and Expenditures manually, it MUST be received by the appropriate officer on or before the manual due date. Postmark dates are not recognized. A fixed


Colorado Secretary of State Form Rev. 12/09

- Use this form for contributions/expenditures by the committee
- This is the full document from the State of Colorado
- You may not need to include all of these forms in your filings

# Form stating no Campaign Finance used

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80202  
Ph: (303) 866-2200 ext. 6383  
Fax: (303) 866-4863  
Email: [esdhelp@sos.state.co.us](mailto:esdhelp@sos.state.co.us)  
[www.sos.state.co.us](http://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 Rev. 12/09

This is not required, but answers any questions as to why you have not filed any other financial forms

# Form if you spent over \$1000

Colorado Secretary of State  
Elections Division  
1700 Broadway, Ste. 200  
Denver, CO 80202  
Ph: (303) 864-2200 ext. 6383  
Fax: (303) 869-4863  
Email: [esp@help.sos.state.co.us](mailto:esp@help.sos.state.co.us)  
[www.sos.state.co.us](http://www.sos.state.co.us)



**REPORT OF ELECTIONEERING COMMUNICATION**  
[Art. XXVIII, Sec. 2(7)(a); Art. XXVIII Sec. 6; 1-45-108(2), C.R.S.]

For use by a person who has expended \$1,000 or more per year on electioneering communications.

Name of person/entity: \_\_\_\_\_  
Address (Physical): \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Is this an amended report?  No  YES\*  
\* Submit changes or new information ONLY. This amends a previous report filed on (date) \_\_\_\_\_

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

1. Funds on Hand at the Beginning of Reporting Period (monetary + non-monetary)	\$
2. Total Contributions of \$250 or More (monetary + non-monetary)	\$
3. Total Expenditures	\$
4. Funds on Hand at the End of the Reporting Period	\$

The Secretary of State shall impose a penalty of \$50 per day for each day that a report is filed late.  
[Art. XXVIII, Sec. 10(2)(a) & Art. XXVIII, Sec. 6(1)]

**Authorization** (must be completed)  
Print Entity Representative Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Entity Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Colorado Secretary of State Form Rev. 12/09

To be including in your financial package if your spending exceeds \$1000

# Final Thoughts

- While the responsibility to follow the legal process is on the Candidate, the Keystone Election Commission is here to help you through this process.  
[keystoneelectioncommission@gmail.com](mailto:keystoneelectioncommission@gmail.com)
- Lists of Registered Voters can be obtained from the County Clerk, but be advised that it may contain non-Keystone Residents such as Montezuma, and there is a fee of \$20
- The Keystone Incorporation Committee offers a list of voters by name, neighborhood/HOA, and address (physical and mailing). While they don't guarantee accuracy, you can obtain the list by emailing [incorporatekeystone@gmail.com](mailto:incorporatekeystone@gmail.com)
- As an Elected Official, you will be bound by the approved town charter, you can download a copy off of the website: [incorporatekeystone.wildapricot.org](http://incorporatekeystone.wildapricot.org)



*Thank you for considering running for  
office...the future of Keystone is in your  
hands!*

QUESTIONS?

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