



## **Instructions for Nomination Petitions**

### **CITY OF EDGEWATER, COLORADO**

**Election Date:** Tuesday, November 3, 2015

**Term of Office:** The City of Edgewater will have four (4) four-year term and one (1) two-year term Council member seats to be filled. The City will have one (1) two-year term Mayoral seat to fill.

**Qualification of Nominated Candidates:** To be eligible to hold one of the aforementioned offices, a person must be at the time of his or her *nomination*: (1) a citizen of the United States; (2) at least twenty-three (23) years of age; and (3) a registered elector; additionally, such person must have resided within the City for one (1) year immediately preceding the election and have no convictions for embezzlement, bribery, solicitation of bribery, perjury, subornation of perjury, or any offense involving fraud.

A person who holds a position as a City board or commission member, or is an officer or employee of the City may run for the office of Councilor or Mayor, if otherwise eligible. If elected, however, such person shall be deemed to have resigned such position upon taking office as Council member or Mayor. *Home Rule Charter §3.4; C.R.S. 31-10-201.*

**Nomination of Municipal Officers:** For a petition to be valid, it must contain the signatures of at least twenty-five (25) registered electors who reside in the City of Edgewater *C.R.S. 31-10-302.*

**Registered Elector:** To be eligible to vote in this election, a person must be at least eighteen (18) years of age on the date of the election, be a U.S. citizen and have resided within the City of Edgewater for at least twenty-two (22) days immediately preceding the election *C.R.S. 31-10-201(1).* To vote, eligible persons must have registered to vote as required by *C.R.S. 31-10-201(1); 1-2-201.*

**Fair Campaign Practices Act:** In accordance with the Colorado Fair Campaign Practices Act (C.R.S. 1-45-101, etc. seq.) all candidates for a municipal office must file a candidate affidavit. Information regarding filing deadlines may be obtained at the Municipal Clerk's office at the City of Edgewater, Colorado. For candidate committee reporting, please consult the Fair Campaign Practices Act Manual.

Nomination petitions will be available at the Clerk's Office, 2401 Sheridan Boulevard beginning on August 4, 2015 *C.R.S. 1-4-805* (91 days before the election). **SIGNED NOMINATION PETITIONS MUST BE RETURNED TO THE CLERK'S OFFICE PRIOR TO THE CLOSE OF BUSINESS ON AUGUST 24, 2015 *C.R.S. 1-4-805* (71 days before election) TO THE FOLLOWING ADDRESS:**

Office of the City Clerk  
2401 Sheridan Boulevard  
Edgewater, Colorado 80214

If you have any questions, contact City Clerk Beth A. Hedberg, MMC at 720-763-3002, [cityclerk@edgewaterco.com](mailto:cityclerk@edgewaterco.com).

## Instructions for Petition Signers and Circulators

### 1. TO SIGN A PETITION

- a. Read the warning at the top of each page.
- b. To sign a petition you must be a registered voter in the City of Edgewater as shown by the records of the Jefferson County Clerk and Recorder, be eighteen (18) years of age, a citizen of the US and have resided in the state and the City twenty-two (22) days prior to the election.
- c. No person may sign for another.
- d. No registered elector may sign more than one (1) nomination petition for each separate office to be filled in the City of Edgewater. Each office of the City of Edgewater that is to be filled by the electorate shall be considered a separate office for the purpose of nomination.
- e. The petition circulator may not assist a signer.
- f. If a signer is disabled and needs assistance, a third party should provide that assistance. On the petition, immediately following the name of the disabled elector, the third party providing assistance shall sign his or her name and address, and state that such assistance was given to the disabled elector.

### 2. HOW TO SIGN THE PETITION

- a. Print clearly.
- b. A signature line consists of two (2) lines, both of which must be fully completed.
- c. Use black or blue ink. Do not use ditto marks to provide information on a signature line.
- d. A signer must use the residence where he or she resides.
- e. Do not use a post office box. Street name and number must be provided.
- f. The signer must complete all portions of a signature line.
- g. A signer must not place a zip code or birth date under "Signing Date".
- h. Corrections: If a small correction is made, the signer should initial the change. If a larger correction is required, the signer should **completely** cross out the incorrect information and proceed to use the next two (2) blank lines.

### 3. TO CIRCULATE A PETITION

- a. Read the warning at the top of each page.
- b. There can only be one (1) circulator for each petition section.
- c. A petition section may not be left on a table unattended or passed among potential signers if the circulator is not accompanying the petition section.
- d. The circulator must witness every signature line as it is written.
- e. **Do not take the petition section apart.** If the original staples are removed the petition section will not count.
- f. Make sure that all the required information is complete before a signer leaves your presence.

### 4. WHAT TO DO WHEN THE CIRCULATOR HAS FINISHED COLLECTING SIGNATURES.

- a. Every valid signature counts. Signatures on partially completed petition sections may count.
- b. A petition section must be properly notarized. Take the petition to a notary public, who will then notarize the affidavit. Do not sign or date your affidavit before you appear before the notary.
- c. No additional signatures may be collected after the affidavit has been notarized.
- d. **All nomination petitions must be filed with the City Clerk no later than 5:00 p.m. on August 24, 2015 C.R.S. 1-4-805 (71 days before election).**
- e. Any petition may be amended to correct or replace signatures the Clerk finds are not valid at any time prior to close of business August 27, 2015 C.R.S. 1-4-805 (67 days before the election).