



GATEWAY TO THE SAN LUIS VALLEY

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To Town of Saguache Board of Trustee Candidates:

The enclosed materials have been prepared by the Town of Saguache Clerk's Office for use in the Town of Saguache Regular Municipal Election to be conducted on **Tuesday, April 3rd, 2018**. Included are a summary of the basic requirements associated with the election, a listing of critical election dates, and all forms required for participation in the election.

The Town of Saguache's Regular Municipal Election will be conducted as a Polling Place Election. The designated polling place will be Saguache Town Hall located at 504 San Juan Ave, Saguache Colorado with April 3, 2017 voting hours from 7:00 a.m. to 7:00 p.m. The ballot will ask voters to consider candidates for five Trustee positions and one Mayor.

Valid signatures on nomination petitions can be collected starting on **Tuesday, January 2, 2018**. Any signatures collected prior to this date are not valid. A minimum of ten signatures from registered voters residing within the Town limits is required to establish candidacy. Completed nomination petitions, along with signed and notarized Affidavit of Circulator and Acceptance of Nomination forms are due back to my office no later than **Monday, January 22, 2018 at 4:30 p.m.**

Each candidate will receive a letter indicating the status of his/her petition's sufficiency. If a petition is not sufficient, additional signatures may be collected on an additional nomination petition packet and filed with the clerk before close of business on **Monday, January 29, 2018**.

A drawing by lot will be held in the Town Hall at 10:00 a.m. on Wednesday, **January 31, 2018** (I will contact each candidate individually should this date and time change). The drawing will determine the order in which candidates will be listed on the official ballot. It is not mandatory that either the candidate or a representative appointed by the candidate be present for the drawing.

If a candidate chooses to utilize any contributions for campaigning purposes, the candidate needs to comply with the Fair Campaign Practices Act reporting requirements which stipulate that the necessary forms be filed. Candidate, issue, and political committees are required to file regularly scheduled reports of all contributions/loans received and expenditures made regarding any campaign and/or ballot issue or ballot question. If you have questions or need additional information, please do not hesitate to contact me at 719-655-2232 or email: townclerk@townofsaguache.org.

I wish you all the best in your campaign!

Sincerely,
Iris Garcia
Town Clerk

ARE YOU CONSIDERING RUNNING FOR OFFICE?

This article provides general information about life as an elected official in the Town of Saguache. It is based in part on legal requirements outlining the duties and responsibilities of the Town's elected officials, but is more heavily based on the real-life experiences of elected officials who have lived the role. It provides food for thought as you decide whether to travel down the path toward election. Other materials you will receive in your petition packet contain the hard facts about how to run, what your candidacy obligations are, and how the election will unfold. This article, on the other hand, addresses the initial questions you may have before deciding whether to take the next step.

GOVERNMENTAL STRUCTURE

The Town of Saguache is a Statutory Town and therefore complies with State Statutes and the Town of Saguache Municipal Code.

BOARD OF TRUSTEES

The Town of Saguache's governing body consists of six elected Trustees and an elected Mayor, collectively the Board of Trustees. The Mayor has the same obligations as each of the Trustees, plus some additional duties as the ceremonial head of the Town and others required by the Town's Municipal Code. At the first meeting following biennial election, the Board shall appoint one of the Trustees as Mayor Pro Tem who, in the absence of the Mayor (or the Mayor's inability to act) shall perform the duties of Mayor. The Board of Trustee offices are non-partisan. Town elections are designed so that the terms of office are staggered. Therefore, in 2018, the office of the Mayor and five Trustee positions are open for election.

Three Trustee positions with terms that expire in 2022 will be open for election. Also in 2018, Two Trustee positions with terms that expire in 2020 will be open for election to fill vacancies created in 2016-2017.

The three Four-year Trustee positions (2018 – 2022) shall be awarded to the three candidates receiving the highest number of votes. The two candidates receiving the next highest vote totals will fill the two positions with a term expiration in 2020.

REASONS WHY

People choose to serve their cities and towns as elected officials for various reasons. Regardless of the motive, if you're contemplating serving your community as a member of the Board of Trustees, you should be prepared for the demands, expectations, and rewards that come with the role. Although the legal requirements for serving stipulate only that you reside in the Town of Saguache, attend the scheduled meetings of the Board, and participate as you desire in policy making, the Town of Saguache has a proud tradition of active and involved elected officials who largely exceed the minimum requirements.

As an elected official in Saguache, you will have a say in important matters such as how the Town grows, what the street system will be like in the future, where and how development takes place, what Town services will be provided, and how the Town's annual budget will be allocated. It is a responsibility best met with energy, enthusiasm, and conscientiousness. The

Board of Trustees sets public policy, and sound policy decisions are the result of hard work. For this reason, elected officials are encouraged, but not legally required, to do outside-the-meeting work. Our dedicated Board of Trustees volunteer their time reviewing meeting materials, educating themselves about public policy issues, interacting with constituents and other elected officials, educating constituents, attending meetings with other agencies and governmental bodies, serving on appointed committees, and acting as liaisons with staff and other agencies.

YOU'VE GOT A FRIEND

Recalling the old adage that no good deed goes unpunished, it can sometimes seem like all you ever hear from are aggrieved citizens. Happily (and hopefully just when you need it), you will see the benefits of a Board decision play out for the good of the community or you will occasionally get a much needed thank-you. You will share the dais with others with a deep concern for the Town and its citizens. Sometimes you won't agree with all of them, but you will be expected to disagree with professionalism and respect. They will be from diverse backgrounds and have strengths different from yours, but you will have a bond with them because you share a common goal.

TIME COMMITMENTS

Your experience as an elected official will be what you make of it. Attendance at Regular and Special meetings is required, with the exception of excused absences and those that arise due to unforeseen circumstances. The rest of the commitments listed are obligations that Board members in the Town have traditionally taken on, and historically with zeal.

Regular and Special meetings:

The Board of Trustees regularly meets on the second Monday of each month. Meetings begin at 6:30 p.m. and conclude when the agenda items have been discussed. Occasionally a Work Session or Executive Session may be scheduled prior to or after the regular meeting. When a meeting falls on a holiday, the Board will determine whether the meeting will be rescheduled. Infrequently, additional meetings are scheduled when the urgency of business requires.

Agendas are posted on the Town of Saguache website (www.townofsaguache.org) and packets of meeting materials are emailed to Trustees the Friday prior to each regular Trustee meeting. You will be able to view these materials on an iPad issued to you by the Town. Review of the packet can take several hours, and Board members are requested to send any questions raised by such materials to appropriate Town staff by Monday morning, to allow time for questions to be addressed before or at the Monday evening meeting.

Training:

Newly elected officials are encouraged to utilize Colorado Municipal League (CML) resources <http://www.cml.org/newly-elected-resources/> to become familiar with a variety of important subjects related to being an elected official. The Department of Local Affairs (DOLA) will be invited to present an overview of the roles and responsibilities of elected officials to the new Board.

Committee Participation:

The town has internal board and commissions to research and provide guidance to the Board on setting public policy. In addition, there are special districts and other governmental and quasi-governmental authorities that provide important public services to the Town's citizens. Board members volunteer for these committees or organizations to act as liaisons for the Town. Time commitment will vary, and meetings could be scheduled during business hours or for early evening. From time to time, the town convenes ad hoc committees to review proposals for services contracts, to interview candidates for appointments to Boards and Commissions, or to consider special issues that come before the Town. Each Board member is asked to volunteer some time to one or more of these committees.

Individual Constituent Interaction:

Constituents expect Board members to be available to communicate via e-mail and phone calls about their concerns and to be diligent and consistent in following up and communicating such follow-up.

Miscellaneous Time Commitments:

Beyond the duties listed above, Board members are often asked to be present at ribbon cuttings, local ceremonies and community events, and important Town traditions.

CAN YOU MAKE IT WORK?

Knowing now what the legal and traditional time commitments are, prospective candidates should evaluate their professional and personal situation and ask:

- ✓ Will your job/schedule allow the flexibility to be at the designated meeting place by 6:30 p.m. the 2nd Monday of each month (an occasional Work or Executive Session may be scheduled prior to the regular meeting, generally at 6:30 p. m. or 6:00 p.m.)?
- ✓ Will your professional and personal life allow for attending occasional weekend or evening workshops?
- ✓ Are you organized in a manner which will allow you to interact with your constituents while still allowing you uninterrupted personal and/or professional time? (These constituent interactions can include emails, phone calls, meeting residents for coffee, and attending special meetings called by residents.)
- ✓ Are you willing and able to occasionally serve on Town-formed ad hoc committees?
- ✓ Do you have an interest in attending various community events?
- ✓ Do you have time late in the week and over the weekend to review the packets?

MAKE AN INFORMED DECISION

If you decide to run for office, you will learn more than you can imagine about the town, its issues, your neighbors, effective political exchange of ideas, time management, and being a public figure. The Town's elected officials feel it is a rewarding and important role that they fulfill, and like most important and enriching roles that people take on, it has its ups and downs. Make the decision to run with your eyes wide open, but remember that most of the Town's elected officials choose to run for a second term and that fact alone speaks volumes.

GENERAL ELECTION INFORMATION

The Town of Saguache Regular Municipal Elections are held on the first Tuesday of April in even numbered years by polling place ballot locations. At each election, eligible electors can vote for candidates nominated to fill vacancies on the Board of Trustees. Eligible electors must have resided within the State of Colorado for at least 22 days prior to the election and be properly registered with the Saguache County Clerk and Recorder. Voter registration material is available at Saguache Town Hall. The designated polling place is Saguache Town Hall (504 San Juan Ave, Saguache Colorado) and polling hours on Election Day are 7:00 a.m. until 7:00 p.m.

The Town of Saguache is a statutory town whose actions are governed by the Colorado Revised Statutes (C.R.S.); Election rules covered in Title 31 - Article 10, Municipal Election Code. A complete set of Colorado Revised Statutes are available for review at Town Hall.

All municipal elections are nonpartisan, and nomination is accomplished by petition. The one mayoral candidate and three trustee candidates receiving the highest number of votes will be elected to serve a four-year term of office expiring in 2022. The two candidates receiving the next highest vote totals will fill the two trustee positions created by vacancies that arose in 2016 and 2017, and their term will expire in 2020. The term commences at the first regular Board meeting following the date of election. A swearing-in ceremony will be conducted at this Board meeting.

In the event a Board of Trustee seat is vacated during the elected term, the term is filled by appointment or special election. If filled by appointment, the appointed member's term expires at the next regular election.

Saguache has not repealed term limits. Therefore "no elected member of any city, town...shall serve more than two consecutive terms in office, except that with respect to terms of office with shorter than two years in duration due to an appointment." (Article 18, Section 11 of the Colorado Constitution)

CANDIDATE ELIGIBILITY REQUIREMENTS

Candidates must meet the following criteria pursuant to C.R.S. 31-10-301:

- ✓ Must be a registered voter by the time of the candidate's nomination;
- ✓ Must be at least 18 years of age by the date of the election;
- ✓ Must be a primary resident of the Town of Saguache for a period of at least 12 consecutive months immediately preceding the election;
- ✓ Must maintain residency throughout the term in office;
- ✓ May not be a candidate for more than one office at the same election or hold two municipal offices.

NOMINATION PROCEDURE

Candidates for municipal offices shall be nominated “at large”, without regard to political party affiliation or geographic location. Municipal candidates are all nominated by petition.

Nomination petitions must be filed in the Town Clerk’s office in accordance with CRS. 31-10-909 (a).

Each nomination petition shall be completed with the name of the candidate as he/she wishes it to appear on the ballot, the candidate’s place of residence, and the office being sought.

Candidates may use a nickname, but may not use any title or degree designation with the business or profession of the candidate.

Candidates may withdraw from the election by submitting a written affidavit to the Town Clerk stating their withdrawal pursuant to CRS. 31-10-909 (b).

WRITE-IN CANDIDATES

Write-in candidate votes will not be counted unless an Affidavit of Intent has been received pursuant to CRS 31-10-306.

CIRCULATION OF NOMINATION PETITIONS

Candidate may circulate his/her own petition or have others circulate petitions for them. However, each nomination petition can only be circulated by one person. Nomination petitions cannot be left unattended by the circulator. The circulator must witness and certify by affidavit that each signature is the signature of the person whose name it purports to be, and that each signer has stated to the circulator that he/she is a registered elector of the municipality for which the nomination is being made.

The nominating petition must contain 10 signatures of registered electors residing within the town limits of the Town of Saguache. An elector has the right to sign only as many petitions as there are offices to fill. Each registered elector signing the petition must also print their name and physical address as it appears on their voter registration. It is advisable to obtain more than the required 10 signatures in the event a name is challenged, found to be ineligible, or otherwise eliminated.

Signatures will be verified by the clerk. If signatures are eliminated by the clerk resulting in fewer than 10 registered electors signing a petition, the petition circulator will have time in which to amend the petition. The last day to amend a nomination petition is any time prior to 63 days before the day of election.

First day petition may be circulated:	January 2, 2018
Last day to file nomination petition:	January 22, 2018
Last day to amend nomination petition:	January 29, 2018
Last day to withdraw petition:	January 30, 2018

VOTER REGISTRATION INFORMATION

To be eligible to vote, one must be eighteen years of age, be a citizen of the United States, have resided in Colorado for twenty-two days prior to the election, and be properly registered with the Saguache County Clerk and Recorder.

Voter registration forms are available through the County Clerk's office or in Town Hall and must be returned to the Saguache County Clerk and Recorders office. Electors can register to vote, change their address, and activate their voter registration at www.govotecolorado.com.

**The last day to register to vote in this election is Tuesday, April 3, 2018.
Election Day registration must be completed at the
Saguache County Clerk and Recorders Office.**

BALLOTS

The position of names on the ballot is determined by lot. The drawing of names for the position on the ballot is conducted by the Town Clerk. The drawing by lot will be held in the Town Hall at 10:00 a.m. on **Wednesday, January 31, 2018**. Candidates for office do not need to be present, but are welcome.

ABSENTEE BALLOTS

Individuals must request an absentee ballot in writing. Applications for absentee ballots are available at the Town Clerk's Office at Saguache Town Hall, 504 San Juan Avenue, or on our website at www.townofsaguache.org. The Clerk will mail Absentee Ballots within 72 hours of receiving the ballots from the printer.

FAIR CAMPAIGN PRACTICES ACT

The reporting requirements of the Fair Campaign Practices Act (FCPA) apply to all mayoral and trustee candidates. All forms required by the act must be filed with the Town Clerk. It is the responsibility of each candidate to become familiar with and meet the reporting and filing provisions of the Fair Campaign Practices Act.

Deadlines for filing FCPA forms with the Town Clerk:

<u>Deadline</u>	<u>Form</u>
Within 10 days of petition acquisition	Candidate Affidavit
March 13, 2018	First Campaign Report due
March 30, 2018	Second Campaign Report due
May 10, 2018	Third/Post Campaign Report due

STANDALONE CANDIDATES (CANDIDATES WITHOUT COMMITTEES)

Standalone candidates are candidates without a candidate committee. You do not need a candidate committee if you will not solicit or accept contributions during your candidacy or if you will only spend your own money. You must have a committee if you will accept money or other types of contributions from any other person/entity. Standalone candidates must report all expenditures to the clerk. Standalone candidates must itemize all expenditures of \$20 or more (either one-time expenditures or expenditures greater than \$20 in aggregate during a reporting

period). Itemized expenditures must list the name and address of the payee and the purpose of the expense. The law does not require standalone candidates who do not make expenditures to file disclosure reports, but candidates may file a zero report if they choose. Standalone candidates are no longer considered candidates upon losing the election. These individuals do not need to take affirmative action to end their candidacy and do not need to file disclosure reports. Candidates wishing to exit the race prior to the election must submit a written withdrawal and must file disclosure reports for any reporting periods in which they made expenditures until submission of such a withdrawal or until the election occurs.

CANDIDATE COMMITTEES

A candidate committee accepts contributions and makes expenditures under the authority of the candidate. A candidate committee includes the candidate. The law does not require the committee to have additional members. A candidate can only have one active candidate committee. When considering running for office, you, your registered agent, fundraisers, and campaign manager should become familiar with the requirements of Article XXVIII of the Colorado Constitution, Title 1, Article 45, C.R.S., and the Rules Concerning Campaign and Political Finance.

Under the Colorado Constitution, a person becomes a candidate when he or she publicly announces intent to run for office and receives a contribution or makes an expenditure in support of their candidacy. The Secretary of State recommends registering a candidate committee with the appropriate filing office (the clerk) before accepting contributions or making expenditures. You will need a committee name (including the name of the candidate, such as “Jane Doe for Trustee”), physical, mailing, and e-mail addresses, and financial information including the name of the bank where the committee has or will have an account. You also need to designate a registered agent who will act as the committee’s representative. The candidate can serve as the registered agent or may designate another natural person to serve as registered agent.

Candidates remain candidates for office as long as they have an open candidate committee and must file all assigned disclosure reports. Candidates may terminate their committee by filing a termination report that reflects a zero balance. Committees with loans or outstanding debt, including late filing penalties, may not terminate until the loan or debt has been paid and the committee has reached a zero balance. Inactive candidate committees must terminate after nine years. Inactive candidates are candidates that do not seek access to the ballot in an upcoming election.

Please refer to the links below to obtain a campaign finance manual, candidate affidavit, and required reporting forms:

Campaign Finance Manual:

<https://www.sos.state.co.us/pubs/elections/CampaignFinance/files/CPFManual.pdf>

Candidate Affidavit:

https://www.sos.state.co.us/pubs/elections/CampaignFinance/forms/CPF_AFFIDAVIT.pdf

Report of Contributions and Expenditure Form:

<https://www.sos.state.co.us/pubs/elections/CampaignFinance/forms/SSICinitialReport.pdf>

Statement of Non-Receipt of Contributions and Non-expenditure of Funds:

https://www.sos.state.co.us/pubs/elections/CampaignFinance/forms/non_receipt_contrib_expense.pdf

**TOWN OF SAGUACHE
REGULAR MUNICIPAL POLLING PLACE ELECTION
CALENDAR FOR CANDIDATES
APRIL 3, 2018**

Per C.R.S. Title 31, Article 10 – Municipal Election Code

Date	# of Days Before Election	Action Item
January 2, 2018 Tuesday	91 Days	First day that nomination petitions may be circulated • CRS 31-10-909(a)
Within 10 Days after petition received	VARIES	Candidates must file Candidate Affidavit and Fair Campaign Practices Act Paperwork with Town Clerk • CRS Title 1, Article 45 – Fair Campaign Practices Act
January 22, 2018 Monday	71 Days	Last day that nomination petitions may be circulated, signed and filed with the Town Clerk by the close of business • CRS 31-10-909(a)
January 29, 2018 Monday	66 Days (Saturday - extended to Monday)	Last day that nomination petitions filed on or before January 22, 2018, that do not contain the requisite number of qualified electors' signatures can be amended in this respect prior to the election • CRS 31-10-909(a)
January 30, 2018 Tuesday	63 Days	Last day a candidate may withdraw nomination petition • CRS 31-10-909(1)(b) and 31-10-303
January 31, 2018 Wednesday	62 Days	Lot drawing held to determine the order of candidate names on the ballot February 17, 2018 Friday 45 Days Last day for the Clerk to mail ballots to overseas voters • CRS 31-10-102.8(2)(a)
March 12, 2018 Monday	22 Days	First day ballots can be mailed out and made available at the Clerk's office • CRS 31-10-910(2)(a) and (d)
March 13, 2018 Tuesday	21 Days	FCPA Contribution Reports are to be filed with the Town Clerk (Clerk receives them, does not review them, sends them to Secretary of State electronically. \$50/day fine for not filing on time.) • CRS 1-45-108 (1)(a)(I), 1-45-108 (1)(II) & 1-45-108 (2)(II)
March 14, 2018 Wednesday	20 Days	Last day to file any petition or certificate of nomination to fill a vacancy with the Town Clerk

		<ul style="list-style-type: none"> • CRS 31-10-304(2)
March 19, 2018 Monday	15 Days	<p>First day mail ballots may be counted</p> <ul style="list-style-type: none"> • CRS 31-10-911 Last day mail ballots may be mailed to registered elector • CRS 31-10-910(2)(a)
March 30, 2018 Friday	Friday before the election	<p>FCPA Contribution Reports are to be filed with the Town Clerk (Clerk receives them, does not review them, sends them to Secretary of State electronically. \$50/day fine for not filing on time.)</p> <ul style="list-style-type: none"> • CRS 1-45-108 (1)(a)(I), 1-45-108 (1)(II) & 1-45-108 (2)(II)
March 30, 2018 Friday	Friday before the election	<p>Last day to apply for an absentee ballot</p> <ul style="list-style-type: none"> • CRS 31-10-1002(1)
April 3, 2018 Tuesday	Election Day	<p>Polling Location must be open from 7 am to 7 pm</p> <ul style="list-style-type: none"> • CRS 31-10-601 <p>Last day for registered electors to file an affidavit of change of address with the county</p> <ul style="list-style-type: none"> • CRS 31-10-208 <p>Last day to request emergency ballot</p> <ul style="list-style-type: none"> • CRS 31-10-1010(1)(a) <p>Last day to request replacement ballot</p> <ul style="list-style-type: none"> • CRS 31-10-910 (e)(I) <p>Last day to vote via absentee ballot</p> <ul style="list-style-type: none"> • CRS. 31-10-1004 <p>UOCAVA ballots (overseas voters) must be postmarked no later than 7 pm</p> <ul style="list-style-type: none"> • CRS 31-10-102.8(3)
April 11, 2018 Wednesday	8 Days After	<p>Last day UOCAVA Ballot can be counted (overseas voters)</p> <ul style="list-style-type: none"> • CRS 31-10-102.8(4)
April 13, 2018 Friday	10 Days After	<p>Last day for Town Clerk to open the returns and make out abstracts of votes for each office in the presence of the Mayor (or other assistant if Mayor is also a candidate)</p> <ul style="list-style-type: none"> • CRS 31-10-1201 <p>Last day to complete the canvass, certify the election results, publish the results in local newspaper, provide results to DOLA</p> <ul style="list-style-type: none"> • CRS. 31-10-1201 <p>** Results are official only after canvass **</p> <p>LAST DAY an interested party may submit a written request for recount, at their expense</p> <ul style="list-style-type: none"> • CRS 31-10-1207(2)
April 9, 2016 Monday	1st BOT meeting after the	<p>Seat the newly elected officials Administer oaths of office Appoint a Mayor Pro Tem Reappoint Town Clerk, Town Treasurer, and Town Attorney</p>

	election	<ul style="list-style-type: none"> • CRS 31-4-304
April 18, 2018 Wednesday	15 Days After	<p>Last day for a recount to be completed</p> <ul style="list-style-type: none"> • CRS 31-10-1207(1) <p>Highest # votes – next highest # votes = X If $X \leq$ to $\frac{1}{2}$ of 1% of highest # votes = recount required</p>
April 23, 2018 Monday	20 Days After	<p>Last day to contest the election of any person to a municipal office by filing such contest with the Town Clerk’s office (unless there is a recount). If there’s a recount, the last day to contest is 10 days after the conclusion of the recount.</p> <ul style="list-style-type: none"> • CRS 31-10-1303 (pursuant to 31-10-1301)
May 10, 2018 Thursday	30 Days	<p>FPCA Contribution Reports are to be filed with the Town Clerk (Clerk receives them, does not review them, sends them to Secretary of State electronically).</p> <ul style="list-style-type: none"> • CRS 1-45-108 (1)(a)(I), 1-45-108 (1)(II) & 1-45-108 (2)(II)