



ARE YOU CONSIDERING RUNNING FOR OFFICE?

This is general information about the commitment of an elected official in the Town of Palmer Lake. It will provide points to consider and address questions you may have in deciding to take this step.

Structure

The Town of Palmer Lake is a statutory town and therefore complies with state statutes and the Town code of ordinances.

Board of Trustees

The Town of Palmer Lake is governed by the Board of Trustees consisting of seven elected officials – six Trustees (4-year term) and one Mayor (2-year term). The Mayor has the same obligation as each Trustee with additional duties as the ceremonial head of the Town. At the first meeting following the election, the Board shall appoint one Trustee as the Mayor Pro Tem who, in absence of the Mayor, shall perform duties of Mayor. The Board of Trustees are non-partisan and volunteer positions.

Reasons to Run

Regardless of your motive to consider running, you will be choosing to serve your community. Be prepared for demands, expectations, frustrations, and rewards that will accompany the role. Basic requirements to serve are residency, attending scheduled meetings and participating in policy making; however, sound policy decisions are hard work. An elected official is encouraged to conduct work outside regular meetings. A dedicated official will review meeting material, ask questions to be educated about policy issues, interact with constituents and other elected officials, attend meetings with other agencies and governments, serve on appointed committees, and act as support to staff.

Public

The benefit of a sound Board decision is for the greater good of the community, not one individual or party. It may seem at times that the public is hard to satisfy and sometimes you will not agree with the public nor with other Board members, but you will be expected to listen and disagree with respect and professionalism. All members have different backgrounds and strengths, but the common goal should be to create a united board and a better community.

Time Commitment

The experience you will reap will be dependent on your commitment. Attendance at regular and special meetings is required, except for an excused absence. The following are commitments that are also encouraged.

- **Regular and Special Meetings.** The Board of Trustees meets regularly on the second and fourth Thursday of each month. Meetings begin at 5 PM. Additional meetings may be scheduled depending upon the business needing to be addressed. In advance of the meeting, material is distributed electronically to Board members. Questions should be directed to the Town



Administrator/Clerk prior to the meeting. Meeting information can also be found on the town calendar by date of the meeting at <https://www.townofpalmerlake.com/calendar>.

- Training. All newly elected officials are required to attend training sessions conducted by town staff and encouraged to attend CML (Colorado Municipal League) sessions.
- Committee Participation. The Town often has other appointments providing public service to the Town citizens and providing a voice for the Town. Time commitments vary and members are encouraged to volunteer for these appointed positions.
- Constituent Interaction. Board members are expected to be available by email or phone to hear from public members about their concerns and be diligent to follow through with questions or concerns working with Town staff.
- Other obligations. Beyond regular duties, members are encouraged to participate in local ribbon cuttings, ceremonies, community events and important town traditions.

Making a Decision

If you choose to run for office, you will learn much more about the town, policies, your neighbors, effective exchange of ideas, and being a public figure. This role is very important and can be extremely rewarding. The decision should be carefully considered with the ability to commit.

If you have any questions, do not hesitate to contact the Town Administrator/Clerk at the office.

MUNICIPAL ELECTION GUIDE

for

MAYOR & TOWN BOARD OF TRUSTEE CANDIDATES



GENERAL MUNICIPAL ELECTION

TUESDAY, NOVEMBER 8, 2022

Office of the Town Clerk
Town of Palmer Lake
42 Valley Crescent
Palmer Lake, CO 80133
(719) 481-2953

TOWN OF PALMER LAKE

MUNICIPAL ELECTION GUIDE for the

NOVEMBER 8, 2022

COORDINATED MUNICIPAL ELECTION

Welcome to the Town of Palmer Lake election process. This packet contains municipal election information as well as some of the forms you will need once you decide to become a candidate.

The Town of Palmer Lake coordinates Municipal Elections with El Paso County. Municipal Elections are held on the first Tuesday in November in even numbered years. All Municipal Elections are non-partisan. Except as otherwise set forth in the Town of Palmer Lake municipal code, as currently set forth in Article 10 of Title 31 of the Colorado Revised Statutes shall apply to all elections held in the Town, and as currently set forth in Title 1 of the Colorado Revised Statutes shall apply to all elections coordinated with El Paso County.

The November 8th election will be conducted as a mail ballot election in coordination with El Paso County. This Election Guide will give you basic information on the municipal election process and should answer most of your questions. However, after reviewing this packet, if you require additional information, feel free to contact the Town Clerk at (719) 481-2953.

MUNICIPAL ELECTION GUIDE
FOR
MAYOR & BOARD OF TRUSTEE
CANDIDATES

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REGULAR MUNICIPAL ELECTION
COORDINATED MAIL BALLOT ELECTION
November 8, 2022

CANDIDATE INFORMATION & INSTRUCTIONS

I. GENERAL INFORMATION

The legislative affairs of the Town are vested in a Town Board comprised of one (1) Mayor and six (6) Trustee members.

At the November 8, 2022 Municipal Election, the following seats are up for election:

Mayor	One seat (2-year term)
Trustee	Three seats (4-year term)

Candidates are required to circulate nomination petitions, obtaining a minimum of 10 signatures from registered electors within the Town of Palmer Lake boundaries. You become a candidate when you submit a nomination petition that has been deemed sufficient by the Town Clerk and submit a ***Candidate Acceptance of Petition Nomination*** form.

Candidates who accept contributions or make expenditures in support of their candidacy must meet the filing requirements of the Fair Campaign Practices Act. A ***Candidate Affidavit*** must be filed with the Town Clerk within 10 days of becoming a candidate. **The affidavit is an attestation that the candidate has familiarized himself/herself with campaign finance laws and regulations, so be sure to read the laws before submitting the affidavit.**

The Town Clerk is the Designated Election Official for the Town of Palmer Lake. All questions related to candidacy should be addressed to the Town Clerk at the Town of Palmer Lake office, (719) 685-2554, email: dawn@palmer-lake.org.

II. QUALIFICATIONS FOR OFFICE

Each Mayor and Board of Trustee member, when elected, shall have met the following qualifications:

- At least 18 years of age on the date of the election
- Registered elector of the Town of Palmer Lake
- Resided within the limits of the Town for a period of at least twelve consecutive months immediately preceding date of election

III. NOMINATION PETITIONS

Candidates are required to circulate nomination petitions, obtaining not fewer than 10 signatures from registered electors within the Palmer Lake town limits. Note: an “eligible elector” is one that is listed as such by the records of the El Paso County Clerk.

Nomination petitions will be available in the Town office by July 11, 2022. The first day that petitions may be circulated is **August 9, 2022** (beginning on the 91st day prior to the election date). The last day to circulate and submit a nomination petition is **August 29, 2022** (ending on the 71st day prior to the election date).

- ◆ Nomination petitions shall be filed with a ***Candidate Acceptance of Petition Nomination*** form.

**THE DEADLINE TO FILE A NOMINATION PETITION IS
5:00 PM ON MONDAY, AUGUST 29, 2022.**
(71 days prior to the election)

Additional instructions for petition circulators are attached to the candidate petitions.

- ◆ The Town Clerk will verify that the petition contains the requisite number of valid signatures to be placed on the ballot as a candidate. If a candidate files a petition that does not have the requisite number of valid signatures, a candidate may have an opportunity to circulate additional petitions to meet the signature requirements prior to the **5:00 p.m., September 2, 2022**, deadline. Any candidate that has not filed the required number of valid signatures, verified by the Town Clerk by the filing date of September 2, 2022, will be disqualified and will be ineligible to appear on the election ballot.

NOTE: Keep in mind that if a candidate waits until the last day (August 29) to submit a completed petition, that allows very little time for signatures to be checked and any insufficiency that exists to be corrected.

Any candidate who has been nominated may withdraw from the ballot by September 2, 2022. The nomination must be withdrawn before that date in order to ensure that the candidate's name does not appear on the ballot.

Names of eligible candidates will appear on the ballot in random order established by lot. The drawing for position on the ballot is scheduled for Tuesday, September 6, 2022, at 9:00 a.m. in the Town Office. Candidates are not required but encouraged to attend.

Ballots will be mailed to all eligible active military or overseas voters prior to September 24 and to all other active registered electors after October 17. Election results are not official until after the canvass of votes is completed (by November 30). Elected officials will take the oath of office at the first regular Board of Trustees meeting in December.

Important Dates to Remember:

- | | |
|---|-----------------------|
| ◆ CANDIDATES MAY BEGIN CIRCULATING NOMINATION PETITIONS | August 9 |
| ◆ LAST DAY COMPLETED PETITIONS MAY BE FILED | August 29 |
| ◆ LAST DAY TO AMEND NOMINATION PETITIONS | September 2 |
| ◆ DRAWING FOR POSTION ON THE BALLOT | September 6 |
| ◆ FILE FAIR CAMPAIGN PRACTICES ACT PAPERWORK | 10 days of nomination |

IV. CAMPAIGN REPORTING REQUIREMENTS

*Following is a BRIEF guide to the Fair Campaign Practices Act (FCPA). It is intended to be a summary of some of the laws and rules regarding the ACT and should not be a substitute for the Colorado Constitution, Colorado Revised Statutes. **It is the responsibility of the candidate to be familiar with all the requirements of the FCPA.***

Candidates are required to report campaign income and expenditures. One copy of the Fair Campaign Practices Act (FCPA) and associated reporting forms are included with this packet. The FCPA has strict sanctions for late filing of reports and violations of campaign laws. It is the candidate's responsibility to file all reports in a timely and accurate manner and to know the requirements of the FCPA. Please feel free to use the forms in this candidate booklet as master copies and make duplicates as needed. An election calendar summary is attached and lists important filing dates for candidates and committees to remember. **All reports are required to be filed with the Town Clerk, Palmer Lake.**

Financial Disclosures

Standalone Candidates - Standalone candidates do not have a candidate committee. You do not need a candidate committee if you will not seek or accept contributions during your candidacy or if you will only spend your own money. (You must have a candidate committee if you accept money from any other person or entity, including in-kind contributions.)

Standalone candidates must report all expenditures to the Town Clerk. They must itemize all expenditures of \$20 or more. 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 they are encouraged to do so in the interest of full disclosure to the public. Candidates who do not make expenditures may file a zero report if they choose to do so.

Candidate Committees – A candidate committee accepts contributions and makes expenditures under the authority of the candidate. Candidates who do not have a committee cannot accept contributions. A candidate committee includes the candidate. It is not necessary for the committee to have other members besides the candidate. A candidate may have only one candidate committee.

Candidates should register their candidate committee with the Town Clerk **BEFORE** accepting contributions. All candidate committees must have a Registered Agent. A candidate committee will remain open and be responsible for filing timely reports until terminated by the candidate.

Contributions – Contribution limits do not apply to municipal elections. A contribution is defined as anything of value given, directly or indirectly, to a candidate and/or committee. Non-monetary contributions are assessed at the fair market value.

For contributions or donations made by check, the date the committee deposits the check into their account is the date of receipt. Committees must disclose contributions of less than \$20 on their report although itemization is not required. Committees must report, and itemize, contributions of \$20 or more (either one time contributions or contributions greater than \$20 in aggregate during a reporting period), including non-monetary (in-kind) contributions. Itemization means listing each contribution individually with the name and address of the contributor. Committees receiving contributions of \$100 or more from natural persons, including non-monetary contributions, must also include the occupation and employer of the contributor on the report. Contributors may make contributions using cash, check,

money order, credit card, EFT, etc., but contributions in cash or coin exceeding \$100 are prohibited. Non-monetary donations of goods, equipment, supplies or services constitute contributions, and require disclosure.

Within 24 hours of receiving any contribution of \$1,000 or more within 30 days preceding the date of the election, the candidate must file a *Notice of Major Contributor* form with the Town.

All contributions must be deposited in a financial institution and must not be co-mingled with any other funds.

Expenditures – An expenditure occurs when it is made, when it is obligated, or when a contract is established, whichever occurs first. Committees may not spend more than \$100 in cash or coin. Committees must itemize all expenditures of \$20 or more (either one time expenditures or expenditures greater than \$20 in aggregate during a reporting period).

Sanctions – The Town Clerk shall impose a penalty of \$50 per day for late filings. Sanctions begin the day after the report was due. Sanctions continue to accrue until the required information is filed. Candidates are personally liable for penalties imposed on the candidate committee. A waiver disputing sanctions must be filed in writing within 30 days of the date the sanction notice was mailed.

IV. POLITICAL SIGNS

Political advertisements shall not require a permit, provided they are set not more than forty-five (45) days of an election and removed within fifteen (15) days following said election.

V. REGISTERING TO VOTE

Election law allows residents to register to vote up to and including Election Day. Electors can register to vote, change address, and activate voter registration at: www.govotecolorado.com.

On Election Day – Tuesday, November 8, 2022 – a person must register at the County Clerk and Recorder's office or a Voter Service Center to vote.

TOWN OF PALMER LAKE ELECTION CALENDAR - NOVEMBER 8, 2022

DATE	ACTION	REFERENCE
JUL - AUG	Municipal Clerk work with El Paso County on IGA	
AUG-8 - SEP-8 (90-60 DAYS PRIOR)	Dates to pass a resolution submitting other issues to voters	31-2-210(4); 1-5-203(3)(a)
AUG-9 (91 DAYS BEFORE ELECTION)	First day nomination petition may be circulated	1-4-805; 31-10
AUG-29 (71 DAYS BEFORE ELECTION)	Last day to circulate, sign and submit nomination petition to Town Clerk	1-4-805; 31-10-302(2)
WITHIN 10 DAYS OF NOMINATION	FILE CANDIDATE AFFIDAVIT & FAIR CAMPAIGN PRACTICES ACT PAPERWORK	1-45-110(1),(3)
SEP-2	Last day to cure nomination or withdraw nomination	1-7-116(2)
SEP-6	Lot drawing for ballot placement (Town office 9 AM)	
SEP-8 (60 DAYS PRIOR)	Certified ballot content due to County	1-5-203(3)(a) Rule 6.2
OCT-17 - OCT-21	Ballots mailed to active registered electors	1-45-107
OCT-28 BY 4:30 PM (11 DAYS PRIOR)	Last day to file application for absentee ballot if voter wishes to receive the ballot by mail	1-8-104(3)
NOV-4 (FRIDAY PRIOR)	Last day to file for an absentee ballot (to receive electronically)	1-8-104(3)
NOV-4 (FRIDAY PRIOR)	FAIR CAMPAIGN PRACTICE ACT FILING - covers up to 9 days before election; candidates/committees must file financial disclosure with Municipal Clerk	1-45-108(2)(a)(II)
NOV-8	ELECTION DAY - Polls open 7a - 7p	1-1-104(17)
NOV-30 (22 DAYS AFTER)	Complete Canvass and submit results to State	1-10-102(1), 1-10-103(1)
DEC-8 (30 DAYS AFTER)	FAIR CAMPAIGN PRACTICE ACT FILING - covers before up to 25 days after election; candidates/committees must file financial disclosure with Municipal Clerk	1-45-108(2)(1)(II)
DEC-8 (1st Board Meeting after certification of results)	Candidates take Oath of Office and elect Mayor Pro Tem	31-4-401

Candidates are encouraged to be familiar with regulations and reporting requirements outlined in the Fair Campaign Practices Act. Information can be found <https://tracer.sos.colorado.gov/PublicSite/homepage.aspx> and reports for municipal candidates should be filed with the Town Clerk.



MUNICIPAL ELECTION NOMINATION PETITION

TOWN OF PALMER LAKE, COLORADO

For NOVEMBER 8, 2022 Election

Instructions and General Information

This petition is for the purpose of nominating a candidate for the regular municipal election to be held Tuesday, November 8, 2022.

Candidates for the office of Mayor or Trustee for the Town of Palmer Lake, Colorado, must:

- Be a United States citizen;
- Be at least eighteen years of age on the date of election;
- Be a qualified elector of the Town of Palmer Lake for at least 12 months prior to the election date;
- Not be a candidate for more than one municipal office at the same time.

The portion of the petition preceding the signatures lines must be completed by the candidate prior to circulating the petition.

In order to be valid, the petition must contain a minimum of ten (10) signatures from registered voters who reside within the Town limits. Petitioners may not sign a petition for more than one (1) candidate for the Mayor seat and not more than three (3) for the Trustee seats.

NO PETITION MAY BE CIRCULATED PRIOR TO AUGUST 9, 2022. The deadline for filing petitions is 5:00 p.m. on Monday, August 29, 2022. If a petition is found to be incomplete, the filer will be notified, and it may be corrected or cured until Friday, September 2, 2022.

This petition is not considered complete unless all the following components are submitted and completed.

- Instructions and General Information
- Petition for Nomination
- Affidavit of Circulator
- Acceptance of Nomination

Please return the completed petition to:

Town Clerk
Town of Palmer Lake
42 Valley Crescent
Palmer Lake, CO 80132

PETITION FOR NOMINATION

Petition to nominate _____ (candidate name), who resides at _____ (street address) in the Town of Palmer Lake, Colorado, for the office of (mark one):

- Mayor (at large)
- Trustee

to be voted upon at the Regular Municipal Election to be held on the 8th day of November 2022.

1	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
2	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
3	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
4	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
5	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
6	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	

PETITION FOR NOMINATION, continued

Petition to nominate _____ (candidate name), who resides at _____ (street address) in the Town of Palmer Lake, Colorado, for the office of (mark one):

- Mayor (at large)
 Trustee

to be voted upon at the Regular Municipal Election to be held on the 8th day of November 2022.

7	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
8	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
9	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
10	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
11	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
12	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	

PETITION FOR NOMINATION, continued

Petition to nominate _____ (candidate name), who resides at _____ (street address) in the Town of Palmer Lake, Colorado, for the office of (mark one):

- Mayor (at large)
- Trustee

to be voted upon at the Regular Municipal Election to be held on the 8th day of November 2022.

13	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
14	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
15	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
16	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
17	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
18	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	

PETITION FOR NOMINATION, continued

Petition to nominate _____ (*candidate name*), who resides at _____ (*street address*) in the Town of Palmer Lake, Colorado, for the office of (mark one):

- Mayor (at large)
- Trustee

to be voted upon at the Regular Municipal Election to be held on the 8th day of November 2022.

19	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
20	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
21	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
22	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
23	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	
24	Printed Last Name	Printed First Name	MI	County	Signing Date
	Signature	Street Address		City	

AFFIDAVIT OF CIRCULATOR

I, _____ (full name of circulator), hereby certify that:

- I, and I alone, have circulated the foregoing petition;
- Each signature thereon is the signature of the person whose name it purports to be;
- Each signer has stated to me that the signer is a registered elector of the Town of Palmer Lake;
- Circulation of this petition was not conducted in violation of the Colorado Municipal Election Code of 1965 Section 31-10-101 et. sec.

_____ Date

_____ Signature of Circulator

Street Address _____

Mailing Address _____

Phone _____

State of Colorado

County of _____

Subscribed and sworn to before me this _____ day of _____, 2022 by
_____ (name of circulator)

(SEAL)

_____ Signature of Notary Public

My commission expires _____

ACCEPTANCE OF NOMINATION

I, _____, hereby accept the nomination tendered me by the foregoing petitioners for the office of _____, and hereby certify that I satisfy the qualifications to run for municipal office of the Town of Palmer Lake, Colorado; that I am a U.S. citizen; that I am at least eighteen years of age; that I am a qualified elector of the Town of Palmer Lake and have so resided for at least twelve consecutive months immediately preceding the date of the election.

My name as it will appear on the ballot shall be as follows (and not contain any title or degree designating the business or profession of the candidate; nicknames are allowed):

_____.

Candidate Signature

Residence address _____

City/State/Zip _____

Telephone Number _____

Email address _____

Mailing Address _____

State of Colorado

County of _____

Subscribed and sworn to before me this _____ day of _____, 2022 by

_____ (*name of candidate*)

(SEAL)

Signature of Notary Public

My commission expires _____

CANDIDATE CAMPAIGN FINANCE FILING CHECKLIST

Campaign Finance Forms Initial Filings	State Candidates (Includes executive offices, State House & Senate, DA, RTD, CU Regents, State Board of Education, and Judges)	County Candidates* (Includes Special District and local School Board)	Municipal Candidates* (Example: Mayor, local governing body)
<p>Candidate Affidavit</p> <ul style="list-style-type: none"> Filed within 10 days of becoming a candidate Shall be filed electronically using the SOS online CPF filing system (TRACER) SOS Rule 2.3.1 For Municipal Election - Must be signed & notarized prior to submission to the Municipal Clerk <p><small>Section 2(2), article XXVIII of the Colorado Constitution; section 1-45-110(1), C.R.S.</small></p>	<p>✓</p> <p>File with Secretary of State must be submitted electronically using the TRACER online filing system</p>	<p>✓</p> <p>File with Secretary of State must be submitted electronically using the TRACER online filing system</p>	<p>✓</p> <p>File with municipal clerk</p>
<p>Voluntary Acceptance of Campaign Spending Limits</p> <ul style="list-style-type: none"> Must be submitted at the SAME time as the candidate affidavit if candidate chooses to accept the limits 	<p>✓</p> <p>File with Secretary of State Judges, and RTD candidates excluded</p>	<p>Not Applicable</p>	<p>Not Applicable</p>
<p>Personal Financial Disclosure (PFD)</p> <ul style="list-style-type: none"> Submitted within 10 days of filing the candidate affidavit (update is acceptable if full PFD is on record) Updates are due within 30 days of any change <p><small>Sections 1-45-110(2)(a) & 24-6-202, C.R.S.</small></p>	<p>✓</p> <p>File with Secretary of State RTD candidates excluded</p>	<p>Not Applicable</p>	<p>Not Applicable</p>
<p>Committee Registration</p> <ul style="list-style-type: none"> Must be submitted & approved prior to receiving contributions <p><small>Section 1-45-108, C.R.S.</small></p>	<p>✓</p> <p>File with Secretary of State; may be submitted electronically at http://tracer.sos.colorado.gov</p>	<p>✓</p> <p>File with Secretary of State; may be submitted electronically at http://tracer.sos.colorado.gov</p>	<p>✓</p> <p>File with municipal clerk</p>
<p>Ballot Access Documents</p> <ul style="list-style-type: none"> For office qualifications and ballot access requirements, contact the Appropriate Filing Office or Designated Election Official 	<p>File with Secretary of State</p>	<p>File with the County Clerk and Recorder, or the Designated Election Official, as applicable</p>	<p>File with municipal clerk</p>

The above checklist is intended to be a quick reference guide to initial filing requirements for campaign finance purposes and should not be considered legal advice. **Other documents may be required.** For campaign finance questions the campaign finance support team may be reached at cpfhelp@sos.state.co.us or 303-894-2200 ext. 6383. For ballot access questions and information about what filings are required to access the ballot, please call 303-894-2200 ext. 6333. For municipal campaign finance questions contact the Town Clerk at Palmer Lake, dawn@palmer-lake.org. For county or local ballot access questions please contact the Town Clerk or County Clerk's office.

References for Colorado's campaign finance laws: Article XXVIII of the Colorado Constitution; Title 1, Article 45 of the Colorado Revised Statutes (a.k.a. the Fair Campaign Practices Act), and the Secretary of State's Rules Concerning Campaign and Political Finance. *Please note: Home rule counties or municipalities may have their own campaign finance provisions which may supersede state campaign finance regulations. The Secretary of State's office will not provide legal assistance; should you require legal assistance you will need to contact legal counsel.

TOWN OF PALMER LAKE

Candidate Information Regarding the Fair Campaign Practices Act
and Colorado Constitution Article XXVIII (Amendment 27)
Revised 07/2022 for the November 8, 2022 Fall Election

This is intended as a summary of key points for municipal candidates, and does not replace qualified legal advice. Please refer to the Fair Campaign Practices Act and Amendment 27 to the Colorado Constitution for detailed information. More information is available through the Secretary of State web site www.sos.state.co.us.

All candidates for municipal office must comply with the requirements of the Fair Campaign Practices Act. All documents required to be filed by municipal candidates by this Act must be filed with the Town Clerk's Office **(1-45-109)**.

Candidate Affidavit – A “Candidate” for purposes of the FCPA and Amendment 27 to the Colorado Constitution is a person who “...has publicly announced an intention to seek election to public office... and thereafter has received a contribution or made an expenditure in support of the candidacy”. **(Colorado Constitution Article XXVIII Section 2 (2))**. If you meet this definition, you must file the Candidate Affidavit form within ten (10) days of becoming a “Candidate”. **1-45-110(1)**. Failure to file this form may result in the disqualification of the person as a candidate **1-45-110(3)**.

Candidate Statement of Non-Receipt of Contributions or Non-Expenditure of Funds. You may choose to use this form if you did not receive contributions **and** did not spend any of your own money on your campaign. This report must be filed according to the schedule.

Statement of Personal Expenditures by a Candidate. Use this form if you spent your own money on your campaign, but did not receive any contributions. The filing deadlines are the same as above.

If you receive contributions. If you receive contributions, including in-kind, you must file a Committee Registration Form before accepting or making any contributions. **C.R.S. 1-45-108(3)**. Committees must follow the filing schedule as listed above, plus file annually 30 days after election day on election years and on November 1 on off-election years for or each year thereafter as long as the committee is active.

Penalties. The fine for late filings is \$50 per day. **(Colorado Constitution Article XXVIII Section 10 (2)(a))**.

Report Filing Dates for reports: **C.R.S. 1-45-108(2)(a)(II)**

Be aware that this overview does not address all possible situations that would require filings. While this list is not inclusive, these are examples of when additional filings would be required:

- If any single expenditure transaction is in excess of \$1,000
- If a committee receives a contribution of \$1,000 or more
- If you receive any a gift, honoraria, or other benefit
- If you receive a contribution (including in-kind) from an LLC

Colorado Secretary of State
Elections Division
1700 Broadway, Ste. 200
Denver, CO 80290
Ph: (303) 894-2200 ext. 6383
Fax: (303) 869-4861
Email: cpfhelp@sos.state.co.us
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
 Elections Division
 1700 Broadway, Ste. 200
 Denver, CO 80290
 Ph: (303) 894-2200 ext. 6383
 Fax: (303) 869-4861
 Email: cpfhelp@sos.state.co.us
 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: _____