



TOWN OF EAGLE, COLORADO
REGULAR MUNICIPAL ELECTION
TUESDAY, APRIL 1, 2014

CANDIDATE PACKET

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Eagle Town Clerk
Updated February 2014



Town of Eagle, Colorado

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To Town of Eagle Trustee Candidates:

The enclosed materials have been prepared by the Eagle Town Clerk's Office for use by Trustee candidates in the Town of Eagle regular municipal election, which will be held **Tuesday, April 1, 2014**. 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 Eagle's regular municipal election will be conducted as a regular paper ballot election. The designated polling place for all precincts within the Town's limits will be the Eagle Town Hall (located at 200 Broadway), with voting hours from 7:00 a.m. to 7:00 p.m. The ballot will ask voters to consider candidates for three Trustee positions.

Nomination petitions may be picked up at the Town Hall on starting on Monday February 10, 2014 and begin circulation that day. A minimum of ten signatures from registered voters residing within the Town limits is required in order to establish candidacy. Completed nomination petitions, along with a signed Affidavit of Circulator form and Acceptance of Nomination form are due in my office on Friday, February 28, 2014 by 5:00 p.m. A drawing by lot will be held in the Town Hall at 4:00 p.m. on Thursday, March 6, 2014, to determine the order candidates will be listed on the official ballot. Either the candidate or a representative appointed by the candidate may be present.

If a candidate chooses to accept outside contributions for campaigning purposes (resources other than candidate's personal funds), he/she must comply with the Fair Campaign Practices Act's reporting requirements which stipulate that the necessary forms be filed in the office of the Eagle Town Clerk.

If you have any questions after reading the enclosed materials, please call me at 970-328-9623 or email at sarah@townofeagle.org. Good luck!

Sincerely,

Sarah Braucht
Town Clerk

**TOWN OF EAGLE
MUNICIPAL ELECTION - APRIL 1, 2014
CANDIDATE PACKET**

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1. GENERAL ELECTION INFORMATION

The Town of Eagle regular municipal election will be held on April 1, 2014. At this election, eligible persons registered to vote, up to and including Election Day, will have the opportunity to vote for three Trustees. Qualified voters must have resided within the Town's limits as of March 3, 2014 and be properly registered with the Eagle County Clerk.

This election will be conducted as a polling place (walk-in) election, utilizing paper ballots. There is one polling place for the Town of Eagle, located at the Eagle Town Hall at 200 Broadway. The polls will be open from 7:00 a.m. until 7:00 p.m. on Election Day.

The Town of Eagle is a statutory Town whose actions are generally governed by the Colorado Revised Statutes (CRS). Election rules are covered in CRS Title 31 - Municipal Election Code and Article 1, Title 1, Elections. A complete set of Colorado Revised Statutes are available for review at the Town Hall or at www.sos.state.co.us/pubs/elections/statutes.html

The three persons receiving the highest number of votes elected to the Board of Trustees will serve four-year terms of office. The term commences at the first regular board meeting following the date of election and successful candidates will be sworn into office at the April 8, 2014 meeting. All municipal elections are nonpartisan and nomination is accomplished by petition.

The Eagle Board of Trustees meets on the 2nd and 4th Tuesday of each month at 6:00 p.m. in the Eagle Town Hall. Special meetings and workshops are additionally scheduled throughout the year. Town Board Trustees are compensated \$250 per month.

Trustee Responsibilities

The Board is the policy-making legislative body of the Town. It consists of one Mayor and six Trustees elected at large, each for a four-year term. Expiration of terms are staggered and elections for Trustees are held the first Tuesday of April in even numbered years. After each biennial election, the Board elects from among themselves a Mayor Pro Tem who, in the absence of the Mayor from any meeting of said Board, or during the Mayor's absence from the Town, or his inability to act, shall perform the duties of Mayor.

The Board takes action by enactment of ordinances, resolutions and formal motions, which provide direction for the Town Staff to follow. The Board appoints a Town Manager, Attorney, Clerk, Treasurer, and Municipal Judge. To accomplish the Board's directives, the Town Manager ensures that each department carries out the policies and goals of the Board.

Term Limits: Eagle 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 which are two years or shorter in duration, no such elected official shall serve more than three consecutive terms in office." (Article 18, Section 11 of the Colorado Constitution)

2. QUALIFICATIONS TO HOLD MUNICIPAL OFFICE

Persons wishing to run for Eagle municipal office must meet the following criteria:

1. U.S. citizen
2. At least 18 years of age
3. Resident of Eagle at least 12 consecutive months preceding date of election
4. Registered voter
5. Maintains residence in Eagle throughout term of office

3. 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 **no later than 5:00 p.m. on Friday, February 28, 2014.**

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.

Withdrawal from Election: Candidates may withdraw from the election by submitting a written affidavit to the Town Clerk stating their withdrawal no later than 5:00 p.m., Friday, March 7th.

4. WRITE-IN CANDIDATES

Write-in candidate votes will not be counted unless an Affidavit of Intent has been received. An Affidavit of Intent of Write-In Candidate must be submitted to the Town Clerk no later than 5:00 p.m. Tuesday, March 11th.

5. CIRCULATION OF NOMINATION PETITIONS

The candidate may circulate his/her own petition. Candidates may have others circulate petitions for them.

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 is a registered voter in the Town of Eagle.

The nominating petition must contain **10 signatures** of registered voters residing within the town limits of the Town of Eagle. A voter has the right to sign **only** as many petitions as there are offices to fill (i.e., 3 trustee petitions in this election, so they can sign only 3 petitions). Each

registered voter signing the petition must also print their name and **physical address** as it appears on their voter registration (no PO Boxes).

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 Friday, March 7, 2014.

First day petitions may be circulated:	Monday, February 10, 2014
Last day to file nomination petitions:	Friday, February 28, 2014
Last day to amend nomination petitions:	Friday, March 7, 2014

6. VOTER REGISTRATION INFORMATION

To be eligible to vote, one must be 18 years of age, be a citizen of the United States, and have resided in the Town of Eagle for 30 days, immediately preceding the election.

Voter registration forms are available through the Eagle County Clerk located at 500 Broadway in Eagle or at www.govotecolorado.com

7. 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 Clerk at Town Hall. The drawing by lot will be held in the Town Hall at 4:00 p.m. on Thursday, March 6, 2014, to determine the order candidates will be listed on the official ballot. Either the candidate or a representative appointed by the candidate may be present.

8. ABSENTEE BALLOTS

Individuals must request an absentee ballot in writing. Applications for absentee ballots are available at the Town Clerk's Office at the Eagle Town Hall, 200 Broadway, on the Town website at www.townofeagle.org, email at sarah@townofeagle.org, or by calling 970-328-9623. The Clerk will mail Absentee Ballots within 72 hours of receiving the ballots from the printer. Ballots will be available at Eagle Town Hall starting on Monday March 17, 2014.

Applications for absent voters' ballots shall be filed in writing with the Clerk not earlier than 90 days before and not later than the close of business on the Friday immediately preceding a regular or special election (Friday, March 28, 2014).

Colorado absent voter law requires that your ballot must be in the hands of the municipal clerk by 7:00pm on Election Day in order for your vote to be counted.

9. FAIR CAMPAIGN PRACTICES ACT (FCPA)

The reporting requirements of the Fair Campaign Practices Act apply to all mayoral and trustee candidates. ***DO NOT FILE FCPA FORMS ELECTRONICALLY. All FCPA forms in this election are 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 (FCPA). The full Colorado Campaign and Political Finance manual can be found at:

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

Forms necessary to complete this requirement, as well as a copy of the Colorado Fair Campaign Practices Act, are attached. Please review the documents thoroughly to proceed within these guidelines.

1. Attached is the **Candidate Statement of Non-Receipt of Contributions or Non-Expenditure of Funds / Statement of Personal Expenditures by a Candidate** which a candidate is required to file with the Town Clerk according to the following schedule:

Deadlines for filing FCPA forms:

<u>Deadline</u>	<u>Reporting Period by 5:00 pm</u>
Tuesday, March 11	First Campaign Report due
Friday, March 28	Second Campaign Report due
Thursday, May 1	Third and Post Campaign Report due

Candidates who file late reports will be charged \$50 per late day. Late fee will be strictly enforced per Colorado Constitution Article XXVIII Section 10(2)(a)

2. Attached is the **New Committee Registration Form** that a candidate is required to file with the Town Clerk before accepting any outside contributions.
3. Attached is the **Report of Contributions and Expenditures**, including **Schedules A, B, C, and D**, which a candidate is required to file if outside contributions are accepted with the Town Clerk according to the schedule shown above.

Please be aware that no campaign material can be placed within 100 feet of the polling place (Eagle Town Hall, 200 Broadway) on Election Day, April 1, 2014.

Even if a candidate accepts no contributions, nor expends any funds, there are FCPA forms to complete.

Failure to comply with the requirements of FCPA could result in, among other penalties, disqualification from the election and from any election as a candidate for 4 years following conviction (CRS 1-45-113).

**CANDIDATE ELECTION CALENDAR
TOWN OF EAGLE REGULAR MUNICIPAL ELECTION
APRIL 1, 2014**

Monday, February 10	First day to circulate nomination petitions
Friday, February 28	Last day to circulate nomination petitions. Signed & notarized affidavit of circulator, acceptance of nomination, and petition due in Town Clerk's office by 5:00pm
Thursday, March 6	Drawing by lot to determine order of candidates listed on ballot 4:00pm at Town Hall
Friday, March 7	Last day candidates may withdraw from nomination
Friday, March 7	Last day nomination petitions may be amended to correct or replace signatures
Tuesday, March 11	1 st Campaign Finance Form due to Town Clerk by 5:00pm
Monday, March 17	First day absentee ballots available
Friday, March 28	Last day to pick up absentee voter applications
Friday, March 28	2 nd Campaign Finance Form due to Town Clerk by 5:00pm
Tuesday, April 1	Election Day
Tuesday, April 8	Candidates will be sworn in at the first regular meeting of the Town Board of Trustees
Thursday, May 1	3 rd /Post Campaign Finance Form due to Town Clerk by 5:00pm

NOTE: These dates are determined according to the Municipal Election Code. Failure to meet a deadline could result in a candidate disqualification. If you are unclear on a deadline, please contact the Town Clerk's Office at 970-328-9623 or sarah@townofeagle.org.