How to Run For Office

Kit Carson County

2020

KIT CARSON COUNTY ELECTIONS

Your VOTE COUNTS!

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How to Run For Office – A Candidate's Guide
General Qualifications for Access
To The Ballot for County Elected Offices

HOW TO RUN FOR OFFICE: 2020

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For more information, call (719) 346-8638 ext. 301 or visit our website at

https://www.colorado.gov/kitcarsoncounty

INTRODUCTION

Congratulations, on taking an interest in a County Elected position. This publication will guide you through the general qualifications for each of the County Offices and accessing the ballot either by Assembly, Petition or Write-In. It will also provide you with information regarding the Colorado Secretary of State TRACER system for filing your financial paperwork, as well as, frequently asked questions.

We also encourage you to become familiar with the requirements of Article XXVIII of the Colorado Constitution; Campaign and Political Finance, Title 1, Article 45, C.R.S. Fair Campaign Practices Act; and Title 1, Article 4, C.R.S. Access to Ballot by Candidates.

If you have any additional questions regarding your candidate qualifications, access to the ballot or other requirements for running for a county office, please contact our Elections Division at (719) 346-8638 ext. 301 Monday through Friday 8:00 a.m. – 4:00 p.m. or by e-mail at elections@kitcarsoncounty.org

The Kit Carson County Clerk and Recorder has prepared this summary to outline Kit Carson County candidate qualifications and access to the ballot. This document provides a general overview of candidate qualifications and should be used as a reference guide only. Always refer to the Colorado Constitution and Colorado Revised Statutes (C.R.S.) for applicable laws.

General Qualifications for County Offices

County Commissioner

Number of County Commissioner Seats

[Colorado Constitution Article XIV, Section 6; 1-4-205(3) C.R.S.]

County Commissioner seats are voted on at-large by all eligible Kit Carson County voters.

- Kit Carson County has three (3) Commissioner seats
- Commissioner Districts 1 and 3 will expire in January, 2021. These seats will be open for Election in November, 2020.
- Commissioner District 2 will expire in January, 2023. This seat will be open for Election November, 2022.

Term of Office

4 years

[Colorado Constitution Article XIV, Section 6; 1-4-205(1)(a) C.R.S.]

Minimum Age Requirement

18 years

[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the district for at least 1 year prior to the election

[Colorado Constitution Article XIV, Section 10; 1-4-205(1)(b) C.R.S.]

Citizenship

U.S. Citizen

[1-2-101(1)(a) C.R.S.]

County Clerk and Recorder

This seat will be open for Election November, 2022.

Term of Office

4 years

[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S., 30-10-401 C.R.S.]

Minimum Age Requirement

18 years

[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county for at least 1 year prior to the election

[Colorado Constitution Article XIV, Section 10]

Citizenship

U.S. Citizen

[1-2-101(1)(a) C.R.S.]

County Treasurer

This seat will be open for Election November, 2022.

Term of Office

4 years
[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-701 C.R.S.]

Minimum Age Requirement

18 years
[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county for at least 1 year prior to the election
[Colorado Constitution Article XIV, Section 10]

Citizenship

U.S. Citizen
[1-2-101(1)(a) C.R.

County Sheriff

This seat will be open for Election November, 2022.

Term of Office

4 years
[Colorado Constitution Article XIV, Section 8; 30-10-501 C.R.S.; 1-4-206 C.R.S.]

Minimum Age Requirement

18 years
[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county for at least 1 year prior to the election
[Colorado Constitution Article XIV, Section 10; 30-10-501.5(1)(a) C.R.S.]

Citizenship

U.S. Citizen
[1-2-101(1)(a) C.R.S.]

Education Requirement

Possess a high school diploma or its equivalent or a college degree
[30-10-501.5(1)(b) C.R.S.]

Other Qualifications

- Complete set of fingerprints taken by a qualified law enforcement agency and submit a receipt evidencing such fingerprinting at the time of filing his or her written acceptance or candidate affidavit
  [30-10-501.5(1)(c) C.R.S.]
- A person who has been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge under federal or state law is unqualified for the office of sheriff unless pardoned.
  [30-10-501.5(1)(c) C.R.S

County Coroner

This seat will be open for Election November, 2022.

Term of Office

4 years
[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-601(1)(b) C.R.S.]

Minimum Age Requirement

18 years
[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county for at least 1 year prior to the election
[Colorado Constitution Article XIV, Section 10]

Citizenship

U.S. Citizen
[1-2-101(1)(a) C.R.S.]

Education Requirement

Possess a high school diploma or its equivalent or a college degree
[30-10-601.5(1)(b) C.R.S.]

Other Qualifications

- Complete set of fingerprints taken by a qualified law enforcement agency and submit proof of such fingerprinting when filing a written acceptance
  [30-10-601.5(2) C.R.S.]
- A person who has been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge under federal or state law is unqualified for the office of coroner unless pardoned
  [30-10-601.5(3)(b) C.R.S.]

County Assessor

This seat will be open for Election November, 2022.

Term of Office

4 years
[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-801(1) C.R.S.]

Minimum Age Requirement

18 years
[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county for at least 1 year prior to the election
[Colorado Constitution Article XIV, Section 10]

Citizenship

U.S. Citizen
[1-2-101(1)(a) C.R.S.]

County Surveyor

This seat will be open for Election November, 2022.

Term of Office

4 years
[Colorado Constitution Article XIV, Section 8; 1-4-206 C.R.S.; 30-10-901(1) C.R.S.]

Minimum Age Requirement

18 years
[1-4-501(1) C.R.S.]

Residency Requirement

Registered elector and resident of the county for at least 1 year prior to the election
[Colorado Constitution Article XIV, Section 10]

Citizenship

U.S. Citizen
[1-2-101(1)(a) C.R.S.]

Education Requirement

Professional land surveyor
[30-10-901(1) C.R.S.]

Become a Candidate

Step 1: Are you qualified?

Candidates must meet the basic qualifications for office.

Step 2: Campaign finance laws and rules

Candidates are required to understand and comply with the following provisions:

- Colorado Campaign and Political Finance rules
- Colorado Constitution Article XXVIII (Amendment 27) and,
- Title I, Article 45, C.R.S. (Fair Campaign Practices Act

Step 3: Publicly announce your intent to run for office

Step 4: Register a candidate committee OR are you a standalone candidate?

If you intend to accept contributions, you must register a candidate committee.
If you will not be accepting contributions (only spending your own money) in support of your candidacy you are not required to register a committee and are therefore a standalone candidate.

Step 5: Receive or spend money in support of your candidacy

You become a candidate when you publicly announce your intent to run for office **AND THEREAFTER** receive a contribution or make an expenditure in support of your candidacy.
Unless you are a standalone candidate, you must register a candidate committee before receiving any money.

Step 6: File a candidate affidavit within 10 days of becoming a candidate:

Complete the Candidate Affidavit form, which must be filed electronically. [Section 2(2), article XXVIII of the Colorado Constitution] [1-45-110(1) C.R.S.] [Campaign Finance Rule 2.3] The affidavit is an attestation that you are familiar with campaign finance laws and regulations, so be sure to read the laws before submitting.

Instructions for filing this form are located at the back of this guide.

Step 7: File campaign finance disclosure reports

Campaign finance disclosure reports must be filed timely to avoid penalties. View the filing calendars online or reference the calendar attached to this guide.

Options to Access the Ballot

Candidates can get their name of the ballot by one of three methods: Designation by Party Assembly, Petition, or Write-In Affidavit. The next pages will review each method.

Certificate of Designation by Party Assembly

ASSEMBLY DESIGNATION – MAJOR PARTY

Step 1: Eligibility for designation

Candidates must meet the basic qualifications for office.

A candidate must be registered as affiliated with that party no later than the first business day in January of the election year, unless otherwise provided in party bylaws. [1-4-601(4)(a), C.R.S.]

Candidates who wish to gain ballot access through the party assembly must receive at least 30% of the votes cast by assembly delegates present and voting for that specific office at the party assembly. [1-4-601(2), C.R.S.]

Proof of registration and affiliation qualifications will be as shown in the statewide voter registration system. [1-4-601(2) & 1-4-601(4)(a), C.R.S.]

Step 2: Contact your political party

Potential candidates should contact their party to determine the exact date and time of the assembly. The political party will be able to answer questions about party protocol, announcements, party campaign rules, etc. [1-4-601 C.R.S.]

Step 3: Assembly Process

Assembly of major political parties may make assembly designations of candidates for nomination on the primary election ballot. An assembly shall be held no later than 73 days preceding the primary election. [1-4-601(1) C.R.S.]

A candidate must receive 30% or more of the votes cast by the assembly. [1-4-601(2) C.R.S.]

If no candidate receives 30% or more of the votes cast, a second ballot shall be cast on all the candidates for that office by the assembly. If on the 2nd ballot no candidate receives 30% or more of the votes cast, the two (2) candidates receiving the highest number of votes shall be certified as candidates for that office by the assembly. [1-4-601(2) C.R.S.]

Step 4: Submit certificate of designation

Complete the Certificate of Designation form. It must be signed by the party chairman or secretary of the party and be notarized.

Mail, hand deliver, email or fax the designation form to:

Kit Carson County Clerk & Recorder
Attention: Elections Department
251 16th Street, Suite 203
Burlington, CO 80807
Email: elections@kitcarsoncounty.org
Fax: 719-346-8721

The original or emailed/faxed copy must be filed with the County Clerk no later than four days after adjournment of the assembly. If the form is sent electronically, the original must also be filed and postmarked no later than 10 days after adjournment of the assembly. [1-4-604(3) C.R.S.]

Step 5: Submit Candidate Acceptance Form

Complete the Candidate Acceptance of Assembly Designation form and have it notarized. It must be signed by the party chairman or secretary of the party and be notarized. [1-4-601(3)(a) C.R.S.]

The Candidate Acceptance Form must state the candidate's name the way it will appear on the ballot. Candidate names cannot contain any title or degree designating the business or profession of the candidate. [1-4-601(3)(a) & 1-5-407(4), C.R.S.]

Mail, hand deliver, email or fax the acceptance form to:

Kit Carson County Clerk & Recorder
Attention: Elections Department
251 16th Street, Suite 203
Burlington, CO 80807
Email: elections@kitcarosncounty.org
Fax: 719-346-8721

The original or emailed/faxed copy must be filed with the County Clerk no later than four days after adjournment of the assembly. If the form is sent electronically, the original must also be filed and postmarked no later than 10 days after adjournment of the assembly. [1-4-604(3)(a) C.R.S.]

Step 6: Submit audio recording

A candidate audio recording must be submitted to the County Clerk no later than four days after the adjournment of the assembly. The audio recording must state the candidate's name exactly as it appears on the candidate acceptance form, as this is how the candidate's name will appear on the ballot. [SOS Election Rule 4.6.2]

Audio Recording Instructions located at the back of this guide.

Step 7: Name placed on primary election ballot

ASSEMBLY DESIGNATION – MINOR PARTY

Step 1: Eligibility for designation

Candidates must meet the basic qualifications for office.

A candidate must be registered as affiliated with that party no later than the first business day of January of the election year, unless otherwise provided in party bylaws. [1-4-1304(2)(b), C.R.S.]

Candidates who wish to gain ballot access through the party assembly must receive at least 30% of the votes cast by assembly delegates present and voting for that specific office at the party assembly. [1-4-1304(1.5)(b)(II), C.R.S.]

Minor party candidates nominated by assembly are placed on the general election ballot unless there is more than one candidate for that office nominated by assembly and/or petition; then the candidates are placed on the primary ballot. [1-4-1304(1.5)(c) & (d), C.R.S.]

Proof of registration and affiliation qualifications will be as shown in the statewide voter registration system. [1-4-1304(2)(b), C.R.S.]

Step 2: Contact your political party

Potential candidates should contact their party to determine the exact date and time of the assembly. The political party will be able to answer questions about party protocol, announcements, party campaign rules, etc. [1-4-1304(1.5)(b)(I), C.R.S.]

Step 3: Assembly process

Candidates may be designated for the ballot during their party's assembly, which must be held no later than 73 days before the primary election. [1-4-1304(1.5)(b)(I), C.R.S.]

A candidate needs at least 30% of the votes cast to be placed on the primary election ballot. [1- 4-1304(1.5)(b)(II), C.R.S.]

If, after the assembly, there are multiple candidates for an office (either because two candidates received at least 30% of the assembly votes, or at least one candidate has been designated for that office by petition), the candidates must be nominated by primary election. [1-4-1304(1.5)(c), C.R.S.]

Step 4: Submit certificate of designation

Complete the Certificate of Designation form. It must be signed by the party chairman or secretary of the party and be notarized.

Mail, hand deliver, email or fax the designation form to:

Kit Carson County Clerk & Recorder
Attention: Elections Department
251 16th Street, Suite 203
Burlington, CO 80807
Email: elections@kitcarosncounty.org
Fax: 719-346-8721

The original or emailed/faxed copy must be filed with the County Clerk no later than four days after adjournment of the assembly. If the form is sent electronically, the original must also be filed and postmarked no later than 10 days after adjournment of the assembly. [1-4-1304(3) C.R.S.]

Step 5: Submit Candidate Acceptance Form

Complete the Candidate Acceptance of Assembly Designation form and have it notarized. It must be signed by the party chairman or secretary of the party and be notarized. [1-4-1304(4) C.R.S.]

The Candidate Acceptance Form must state the candidate's name the way it will appear on the ballot. Candidate names cannot contain any title or degree designating the business or profession of the candidate. [1-5-407(4), C.R.S.]

Mail, hand deliver, email or fax the acceptance form to:

Kit Carson County Clerk & Recorder
Attention: Elections Department
251 16th Street, Suite 203
Burlington, CO 80807
Email: elections@kitcarsoncounty.org
Fax: 719-346-8721

The original or emailed/faxed copy must be filed with the County Clerk no later than four days after adjournment of the assembly. If the form is sent electronically, the original must also be filed and postmarked no later than 10 days after adjournment of the assembly. [1-4-1304(4) C.R.S.]

Step 6: Submit audio recording

A candidate audio recording must be submitted to the County Clerk no later than four days after the adjournment of the assembly. The audio recording must state the candidate's name exactly as it appears on the candidate acceptance form, as this is how the candidate's name will appear on the ballot. [SOS Election Rule 4.6.2]

Audio Recording Instructions located at the back of this guide.

Step 7: Name placed on primary election ballot

Minor party candidates nominated by assembly are placed on the general election ballot unless multiple candidates are nominated by assembly/petition for that office; then the candidates are placed on the primary ballot. [1-4-1304(1.5)(c) & (d), C.R.S.]

Candidate Petitions

CANDIDATE PETITION – MAJOR PARTY

Step 1: Eligibility for nomination

Candidates must meet the basic qualifications for office.

A candidate must be registered as affiliated with that party no later than the first business day of January of the election year. Proof of registration and affiliation qualifications will be as shown in the statewide voter registration system. [1-4-801(3), C.R.S.]

A candidate that failed to receive 10% of the votes cast for a particular office at the party assembly is not eligible to run by petition on behalf of the same political party and office. [1-4- 801(4), C.R.S.]

In order to be eligible to circulate a petition, a person must be a citizen of the United States, at least 18 years of age, and affiliated with the candidate's party at the time of circulation. [1-4-905(1), C.R.S.]

Step 2: Petition signature requirements

Only eligible electors registered as affiliated with the political party for at least 29 days and residing within the district for which the petition is being circulated may sign the petition. An elector may not sign more than one candidate's petition for the same office.
[1-4-904(2)(a), C.R.S.]

The petition requires the lesser of 1,000 signers or signers equal in number to 10% of the votes cast in the political subdivision at the contested or uncontested primary election for the political party's candidate for the office for which the petition is being circulated or, if there was no primary election, at the last preceding general election for which there was a candidate for the office. [1-4-801(2)(a), C.R.S.]

Notwithstanding any other provision of law, an unaffiliated elector is not eligible to sign a petition for a candidate of a major political party. [1-4-801(2)(a), C.R.S.]

Step 3: Receive petition format approval

Petition formats must be approved by the County Clerk prior to circulation. [1-4-903, C.R.S.]

Contact the County Clerk's Office at 719-346-8638 x301 to learn about the petition format approval process.

Step 4: Start circulating petition

Once your petition format is approved, you can begin circulating the petition on the third Tuesday In January of the general election year. [1-4-801(5), C.R.S.]

Step 5: Submit petition and candidate acceptance form

The completed petition must be filed no later than the third Tuesday in March of the general election year. [1-4-801(5), C.R.S.]

1. Complete the Candidate Acceptance of Petition Nomination form and have it notarized. [1-4-906, C.R.S.]

   The form must state the candidate's name the way it will appear on the ballot. Candidate names cannot contain any title or degree designating the business or profession of the candidate. [1-4-906 & 1-5-407(4), C.R.S.]

2. Attach the notarized acceptance form to the completed petition. [1-4-906, C.R.S.]

3. Mail or hand deliver to:

   Kit Carson County Clerk & Recorder
   Attention: Elections Department
   251 16th Street, Suite 203
   Burlington, CO 80807

Step 6: Signature verification and notice of sufficiency or insufficiency

Petition signatures will be verified by the County Clerk. If found to be sufficient, the petition will be deemed valid, unless a protest is made in writing within five days after the statement of sufficiency is issued. [1-4-908 & 1-4-909, C.R.S.]

We will notify you of your petition's sufficiency or insufficiency in writing. For a faster response, please provide an email address where we can send the statement of sufficiency/insufficiency.

Step 7: Submit audio recording

Candidate audio recordings must be submitted to the County Clerk no later than the third Tuesday in March. The audio recording must state the candidate's name exactly as it appears on the candidate acceptance form, as this is how the candidate's name will appear on the ballot. [SOS Election Rule 4.6.2]

Audio Recording Instructions located at the back of this guide.

Step 8: Name placed on primary election ballot

CANDIDATE PETITION – MINOR PARTY

Step 1: Eligibility for nomination

Candidates must meet the basic qualifications for office.

A candidate must be affiliated with the political party no later than the first business day in January of the election year. [1-4-802(1)(g)(II), C.R.S.]

Proof of registration and affiliation qualifications will be as shown in the statewide voter registration system. [1-4-802(1)(g)(II), C.R.S.]

In order to be eligible to circulate a petition, a person must be a citizen of the United States, at least 18 years of age, and affiliated with the candidate's party at the time of circulation. [1-4-905(1), C.R.S.]

Step 2: Petition signature requirements

Only eligible electors within the district or political subdivision may sign the petition. An elector may not sign more than one candidate's petition for the same office. [1-4-802(1)(c) & 1-4- 904(1), 2(b), C.R.S.]

The petition must contain the lesser of 1,000 signatures or signatures equal to 2% of the votes cast for that office at the most recent general election. [1-4-802(1)(c)(VII), C.R.S.]

Step 3: Receive petition format approval

Petition formats must be approved by the County Clerk prior to circulation. [1-4-903, C.R.S.]

Contact the County Clerk's Office at 719-346-8638 x301 to learn about the petition format approval process.

Step 4: Start circulating petition

Once your petition format is approved, you can begin circulating the petition on the first Monday in February of the general election year. [1-4-802(1)(d)(II), C.R.S]

Step 5: Submit petition and candidate acceptance form

The completed petition must be filed no later than 85 days before the primary election. [1-4- 802(1)(f)(II), C.R.S.]

1. Complete the Candidate Acceptance of Petition Nomination (PDF) form and have it notarized. [1-4-906, C.R.S.]

   The form must state the candidate's name the way it will appear on the ballot. Candidate names cannot contain any title or degree designating the business or profession of the candidate. [1-4-906 & 1-5-407(4), C.R.S.]
2. Attach the notarized acceptance form to the completed petition. [1-4-906, C.R.S.]
3. Mail or hand deliver the petition and candidate acceptance

   form to:

   Kit Carson County Clerk & Recorder
   Attention: Elections Department
   251 16th Street, Suite 203
   Burlington, CO 80807

Step 6: Signature verification and notice of sufficiency or insufficiency

Petition signatures will be verified by the County Clerk. If found to be sufficient, the petition will be deemed valid, unless a protest is made in writing within five days after the statement of sufficiency is issued. [1-4-908 & 1-4-909, C.R.S.]

We will notify you of your petition's sufficiency or insufficiency in writing. For a faster response, please provide an email address where we can send the statement of sufficiency/insufficiency.

Step 7: Submit audio recording

A candidate audio recording must be submitted to the County Clerk no later than 85 days before the primary election. The audio recording must state the candidate's name exactly as it appears on the candidate acceptance form, as this is how the candidate's name will appear on the ballot. [SOS Election Rule 4.6.2]

Audio Recording Instructions located at the back of this guide.

Step 8: Name placed on ballot

Minor party candidates nominated by petition are placed on the general election ballot unless there is more than one candidate for that office nominated by assembly and/or petition; then the candidates are placed on the primary ballot. [1-4-1304(1.5)(c) & (d), C.R.S.]

Step 1: Eligibility for nomination

Candidates must meet the basic qualifications for office.

A candidate must be registered as unaffiliated no later than the first business day in January of the election year. [1-4-802(1)(g)(II), C.R.S.]

Proof of registration and affiliation qualifications will be as shown in the statewide voter registration system. [1-4-802(1)(g)(II), C.R.S.]

In order to be eligible to circulate a petition, a person must be a citizen of the United States, and at least 18 years of age. [1-4-905(1), C.R.S.]

Step 2: Petition signature requirements

Only eligible electors within the district or political subdivision may sign the petition. An elector may not sign more than one candidate's petition for the same office. [1-4-802(1)(c) & 1-4- 904(1), 2(b), C.R.S.]

The petition must contain the lesser of 1,000 signatures or signatures equal to 2% of the votes cast for that office at the most recent general election. [1-4-802(1)(c)(VII), C.R.S.]

Step 3: Receive petition format approval

Petition formats must be approved by the County Clerk prior to circulation. [1-4-903, C.R.S.]

Contact the County Clerk's Office at 719-346-8638 x301 to learn about the petition format approval process.

Step 4: Start circulating petition

Once your petition format is approved, you can begin circulating the petition on the 173rd day before the general election. [1-4-802(1)(d)(I), C.R.S.]

Step 5: Submit petition and candidate acceptance form

The completed petition must be filed no later than 3 p.m. on the 117th day before the general election. [1-4-802(1)(f)(I), C.R.S.]

1. Complete the Candidate Acceptance of Petition Nomination form and have it notarized. [1-4-906, C.R.S.]

   The form must state the candidate's name the way it will appear on the ballot. Candidate names cannot contain any title or degree designating the business or

profession of the candidate. [1-4-906 & 1-5-407(4), C.R.S.]

2. Attach the notarized acceptance form to the completed petition. [1-4-906, C.R.S.]

3. Mail or hand deliver together the petition and candidate acceptance

   form to:

   Kit Carson County Clerk & Recorder
   Attention: Elections Department
   251 16th Street, Suite 203
   Burlington, CO 80807

Step 6: Signature verification and notice of sufficiency or insufficiency

Petition signatures will be verified by the Secretary of State and a declaration of sufficiency or insufficiency will be made no later than 96 days before the general election. [1-4-908(3), C.R.S.]

We will notify you of your petition's sufficiency or insufficiency in writing. For a faster response, please provide an email address where we can send the statement of sufficiency/insufficiency.

If found to be sufficient, the petition will be deemed valid, unless a protest is made in writing within five days after the statement of sufficiency is issued. [1-4-908 & 1-4-909, C.R.S.]

Step 7: Submit audio recording

A candidate audio recording must be submitted to the County Clerk no later than 117 days before the primary election. The audio recording must state the candidate's name exactly as it appears on the candidate acceptance form, as this is how the candidate's name will appear on the ballot. [SOS Election Rule 4.6.2]

Audio Recording Instructions located at the back of this guide.

Step 8: Name placed on general election ballot

WRITE-IN CANDIDATES

Step 1: Eligibility for write-in

Candidates must meet the basic qualifications for office.

Proof of registration and affiliation qualifications will be as shown on the candidate's voter registration record. [1-4-501(1), C.R.S.]

Step 2: Submit affidavit of intent

File a Write-in Affidavit form with the County Clerk. [1-4-1101(1), C.R.S.]

The form must be filed no later than the close of business on the 67th day before the primary election or by the close of business 110 days before the general election. [1-4-1102(1), C.R.S.]

Mail, hand deliver, email, or fax write-in affidavits to:

Kit Carson County Clerk & Recorder
Attention: Elections Department
251 16th Street, Suite 203
Burlington, CO 80807
Email: elections@kitcarsoncounty.org
Fax: 719-346-8721

Step 3: Name placed on eligible write-in list for the primary or general election

CANDIDATE AFFIDAVIT INSTRUCTIONS

The Candidate Affidavit must be filed online at http://tracer.sos.colorado.gov.

- Select *Candidate Affidavit* on the left hand side of the page.
- Search for any prior affidavits the candidate may have filed for the same office. This must be done for all candidate affidavits, even for first time candidates.
- After completing the search, the system will allow you to add a new affidavit as an existing candidate running for the same office or you may add a new affidavit as a candidate running for the specified office for the first time.

AUDIO RECORDING INSTRUCTIONS

Why do I need to submit an audio recording?

In order to meet the required standards for accessible voting equipment, all county clerks in the state of Colorado must produce an audio ballot. The audio recording must containing the correct pronunciation of each candidate's name.

How do I submit my audio recording?

Our office has set up a voicemail box specifically for this purpose.

- Dial 719-346-8638
- Dial extension 241
- After the voice prompt, clearly state your:
    - Name (as it will appear on the ballot; it must match the name you provided on your candidate acceptance form)
    - Office and Jurisdiction if applicable (for example, County Commissioner District 1)
    - Party Affiliation
    - Complete the call by hanging up.

FORMS

All of the forms mentioned in this guide are available from the County Clerk's Office.

Frequently Asked Questions

Q: When are the 2020 Elections?
A: The Primary Election is June 23, 2020
This Election determines each party's nominees for the General Election

The General Election is November 3, 2020

Q: What do I file at the County Clerk and Recorder's Office?
A: The following forms will need to be filed at the Kit Carson County Elections Division.

- Candidate Acceptance Forms
- Designation of Assembly
- Candidate Petition Forms
- Write-In Affidavits

Important! Candidate Affidavit and Campaign Finance Forms will need to be filed with the Secretary of State. www.sos.state.co.us

Q: Is there a timeline regarding when I file my Campaign finance paperwork?
A: Yes, refer to the Secretary of State website for the Campaign and Political Finance calendar. www.sos.state.co.us

Q: Is there a timeline regarding when I file my Ballot Access filings with the County Clerk & Recorder?
A: Yes, refer to Title 1 Article 4 of the Colorado Revised Statutes. Specifically, C.R.S. 1-4-604(3), 1-4-601(3)(a),
1-4-801(5), 1-4-802(1)(f)(II), 1-4-802(1)(f)(I), 1-4-1304(3)(4), 1-4-1102(1), also refer to the 2020 Election Calendar located at www.sos.state.co.us (when it becomes available)

Q: How do I verify my status and affiliation as a registered voter?
A: You may review your voter registration record at the Colorado Secretary of State's website at govotecolorado.com click on "Verify your voter Registration." The Kit Carson County Elections Division can also verify your registration status, affiliation, affiliation date, etc. at (719) 346-8638 ext. 301 or elections@kitcarsoncounty.org.

Q: Who do I contact with questions pertaining to candidate qualifications, assembly paperwork, petition format, write-in affidavit, access to the ballot or general questions regarding requirements for running for County Office?
A: Contact the Kit Carson County Elections Division at (719) 346-8638 ext. 301 Monday through Friday 8:00 a.m. – 4:00 p.m. or by e-mail at elections@kitcarsoncounty.org

Q: How can I get a list of voters in the district for which I am a candidate?
A: Upon completion of a request form and payment you can contact the Kit Carson County Clerk's Office at (719) 346-8638 ext. 301.

Q: How can I find out who the other candidates are?

A: You can visit the Secretary of State website at http://tracer.sos.colorado.gov/PublicSite/Search.aspx This option allows you to search by Candidate name, Committee and Jurisdiction. In order to search for candidates enter the following information:

- Political Party
- Election Year
- Jurisdiction
- Office
- District
- Status

Q: Where can I find results on Election night?

A: Results will be posted beginning at 7:00 p.m. on Election night at https://www.colorado.gov/kitcarsoncounty

Contact Information:

Kit Carson County Elections Division

Website: https://www.colorado.gov/kitcarsoncounty
Phone: (719) 346-8638 ext. 301
Fax: (719) 346-8721
E-Mail: elections@kitcarsoncounty.org

Colorado Secretary of State

Website: www.sos.state.co.us
Phone: (303) 894-2200 x 6383
E-Mail: cpfhelp@sos.state.co.us

Kit Carson County Democratic Chairman

Jeanette Trimmer
Phone: (828) 808-4010

Kit Carson County Republican Chairman

Diane Homm
Phone: (719) 346-8357