

# Candidate Information Guide



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Clerk & Recorder  
Montrose County

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## FROM THE CLERK

To interested candidates for public office,

Congratulations on taking an interest in running for an elected office. Being an elected official is one of the most challenging and satisfying endeavors you will ever undertake.

I hope you find this Candidate Information Guide beneficial. If you have any questions after reviewing this guide, please do not hesitate to contact the Montrose County Elections Department at (970) 249-3362, Ext. 3, or the designated election official in the jurisdiction where you are seeking candidacy.

Best regards,



Tressa Guynes  
Montrose County Clerk & Recorder

# STEPS FOR CANDIDACY – COUNTY OFFICES

Following are the recommended **steps to become a candidate for an elected office in Montrose County**, including Assessor, Clerk & Recorder, Commissioner, Coroner, Sheriff, Surveyor and Treasurer. This Candidate Information Guide is for reference and training purposes only, and should not be used as a substitute for legal advice. It is the candidate's responsibility to obtain knowledge of campaign laws and regulations. Find candidate forms at [www.montrosecounty.net/Elections](http://www.montrosecounty.net/Elections).

**STEP 1:** Review the candidate requirements and office responsibilities and duties of county elected officials in the Colorado Constitution and Revised Statutes and ensure you meet the qualifications (see pages 3, 4 and 5). These requirements, responsibilities, and duties may be found online at [www.lexisnexis.com/hottopics/Colorado/](http://www.lexisnexis.com/hottopics/Colorado/). You will be required to swear and affirm by oath that you meet the qualifications for county elected office in a Candidate Affidavit (Step 7).

**STEP 2:** Review your voter registration at [www.govotecolorado.gov](http://www.govotecolorado.gov) to ensure that you are registered to vote and are qualified to run for office, including your voter registration date and party affiliation date.

**STEP 3:** 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. You must register a candidate committee with the Secretary of State at [tracer.sos.colorado.gov](http://tracer.sos.colorado.gov) before receiving or spending any money.

**STEP 4:** Familiarize yourself with Colorado Campaign Finance rules and laws, as well as the Secretary of State TRACER system for all campaign finance disclosure reports and committee registration using the following resources:

- Colorado Campaign and Political Finance Manual published by the Colorado Secretary of State, available online at [tracer.sos.colorado.gov](http://tracer.sos.colorado.gov)
- Colorado Constitution Article XXVIII (Campaign and Political Finance) and Article XIV (Counties)
- Colorado Revised Statutes (C.R.S.) Title 1, Article 45 (Fair Campaign Practices Act) and Article 4 (Elections – Access to Ballot by Candidates)
- Current year Election Calendar and campaign filing calendars at [www.sos.state.co.us](http://www.sos.state.co.us)

Be prepared to register a candidate committee and submit your campaign finance disclosure reports within the timeframes allotted by Colorado law. Failure to file on-time can result in monetary penalties.

**STEP 5:** Get your name on the ballot in one of three ways (see pages 5-9 for details):

- 1) Certificate of Designation by Assembly
- 2) Certificate of Designation by Petition
- 3) Certificate of Designation by Write-In

**STEP 6:** If you are running for Coroner or Sheriff, you must have your fingerprints taken by a qualified law enforcement agency and submit a receipt evidencing the fingerprinting at the time of filing your written acceptance or candidate affidavit. If you are NOT running for Coroner or Sheriff, disregard this step.

**STEP 7:** Complete a Candidate Affidavit Form within 10 days of becoming a candidate, and file electronically with the Colorado of Secretary of State Office via TRACER at <http://tracer.sos.colorado.gov/PublicSite/homepage.aspx>.

# BASIC QUALIFICATIONS FOR COUNTY OFFICES

The information below provides a general overview of **candidate qualifications for County elected offices** and should be used for reference only. Please review the Colorado Constitution and Colorado Revised Statutes (C.R.S.) for current applicable laws as well as the referenced citations shown below.

## County Assessor

### *Term of Office*

4 years

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

### *Residency Requirement*

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

[Colorado Constitution Article XIV, Section 10]

### *Qualification Requirements*

U.S. citizen and an eligible elector who is at least 18 years of age and fully meets the qualifications of the office as stated in the Constitution and Statutes on or before the date the term of office begins

[C.R.S. 1-4-501(1); C.R.S. 1-2-101(1)(a)]

## County Clerk & Recorder

### *Term of Office*

4 years

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

### *Residency Requirement*

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

[Colorado Constitution Article XIV, Section 10]

### *Qualification Requirements*

U.S. citizen and an eligible elector who is at least 18 years of age and fully meets the qualifications of the office as stated in the Constitution and Statutes on or before the date the term of office begins

[C.R.S. 1-4-501(1); C.R.S. 1-2-101(1)(a)]

## County Commissioner

### *Term of Office*

4 years

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

### *Residency Requirement*

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

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

### *Qualification Requirements*

U.S. citizen and an eligible elector who is at least 18 years of age and fully meets the qualifications of the office as stated in the Constitution and Statutes on or before the date the term of office begins

[C.R.S. 1-4-501(1); C.R.S. 1-2-101(1)(a)]

### *Number of County Commissioner Seats*

Montrose County has three (3) seats.

- One seat is elected at the General Election beginning in 1982 and every 4 years thereafter
- Two seats are elected at the General Election beginning in 1984 and every 4 years thereafter
- District 2 County Commissioner will be elected at the 2022 General Election
- District 1 and District 3 County Commissioners will be elected at the 2020 General Election
- County Commissioners are elected county-wide but must reside within the district they are running for

[Colorado Constitution Article XIV, Section 6; C.R.S. 1-4-205(3)(b); C.R.S. 30-10-306(1)]

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## County Coroner

### *Term of Office*

4 years

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

### *Residency Requirement*

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

[Colorado Constitution Article XIV, Section 10]

### *Qualification Requirements*

U.S. citizen and an eligible elector who is at least 18 years of age and fully meets the qualifications of the office as stated in the Constitution and Statutes on or before the date the term of office begins

[C.R.S. 1-4-501(1); C.R.S. 1-2-101(1)(a); C.R.S. 30-10-601.5]

### *Education Requirement*

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

### *Other Requirements*

- Complete set of fingerprints taken by a qualified law enforcement agency and submit proof of such fingerprinting when filing a written acceptance [C.R.S. 30-10-601.5(2)(a)]
- 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 [C.R.S. 30-10-601.5(3)(b)]

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## County Sheriff

### *Term of Office*

4 years

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

### *Residency Requirement*

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

[Colorado Constitution Article XIV, Section 10]

### *Qualification Requirements*

U.S. citizen and an eligible elector who is at least 18 years of age and fully meets the qualifications of the office as stated in the Constitution and Statutes on or before the date the term of office begins

[C.R.S. 1-4-501(1); C.R.S. 1-2-101(1)(a); C.R.S. 30-10-501.5(1)(a)]

### *Education Requirement*

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

### *Other Requirements*

- 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 [C.R.S.30-10-501.5(1)(c)]
- 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 [C.R.S. 30-10-501.5(1)(c)]

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## County Surveyor

### *Term of Office*

4 years

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

### *Residency Requirement*

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

[Colorado Constitution Article XIV, Section 10]

### *Qualification Requirements*

U.S. citizen and an eligible elector who is at least 18 years of age and fully meets the qualifications of the office as stated in the Constitution and Statutes on or before the date the term of office begins

[C.R.S. 1-4-501(1); C.R.S. 1-2-101(1)(a)]

### *Education Requirement*

Professional land surveyor

[C.R.S. 30-10-901 (1); C.R.S. 12-120-312]

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## County Treasurer

### *Term of Office*

4 years

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

### *Residency Requirement*

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

[Colorado Constitution Article XIV, Section 10]

### *Qualification Requirements*

U.S. citizen and an eligible elector who is at least 18 years of age and fully meets the qualifications of the office as stated in the Constitution and Statutes on or before the date the term of office begins

[C.R.S. 1-4-501(1); C.R.S. 1-2-101(1)(a)]

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## BALLOT ACCESS – COUNTY OFFICES

There are three (3) ways to get your name on the ballot, depending upon your party affiliation. These options include assembly nomination, petition, or write-in process. Candidate forms are available on the Montrose County website at [www.montrosecounty.net/Elections](http://www.montrosecounty.net/Elections). For detailed information, please see Colorado Revised Statutes Title 1, Article 4 on Access to the Ballot by Candidates at [www.lexisnexis.com/hottopics/Colorado/](http://www.lexisnexis.com/hottopics/Colorado/).

### Certificate of Designation by Party Assembly

Major and minor party candidates may seek nomination to office at their political party's assembly, which is held no later than 73 days preceding the Primary Election. Candidates who want to be a part of this process should contact their political party for assembly protocol, dates, and rules. See page 11 for party contact information.

At the assembly, the party delegates vote on the candidates. The candidate must be registered as affiliated with that party no later than the first business day of January of the election year, unless party rules state otherwise.

- **Major party candidates** nominated by assembly are placed on the Primary Election ballot.
- **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 Election ballot.

A candidate must receive 30% or more of the votes of the assembly to be certified as a candidate for office. If no candidate receives 30% or more of the votes cast at the assembly, a second ballot shall be cast on all the candidates for that office by the assembly. If on the second 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. [C.R.S. 1-4-601]

A Certificate of Designation by Assembly shall be filed by the political party at the County Clerk's Office no later than four (4) days after the adjournment of the Assembly. Certificates of Designation may be transmitted by fax; however, the original certificate must also be filed and postmarked no later than ten days after the adjournment of the Assembly. [C.R.S. 1-4-604(3)]

## Certificate of Designation by Petition

The petition process involves circulating a written petition to other registered electors who share your party affiliation and obtaining their signature in support of your candidacy.

- **Unaffiliated candidates** must get on the ballot through the petition process. Unaffiliated candidates nominated by petition are placed on the General Election ballot; there is no primary election for unaffiliated candidates. An unaffiliated candidate must be registered as unaffiliated no later than the first business day of the election year to petition onto the ballot.
- **Affiliated candidates (major or minor party)** may use the petition option when they do not believe they have their party's support to get on the Primary or General ballot through their party's assembly process, or do not wish to go through the assembly process. However, a candidate may not petition onto the ballot if they attempted and failed to receive at least 10 percent of the votes for nomination for the same office at their party's assembly. A candidate must be affiliated with the political party no later than the first business day of the election year to petition onto the ballot.

## Designation by Petition Requirements and Additional Information

	Major Party	Minor Party	Unaffiliated
<b>Petition Requirements</b>	<ul style="list-style-type: none"> <li>▪ Name and address of candidate. [C.R.S. 1-4-801(1)]</li> <li>▪ Name of office for which the person is a candidate. [C.R.S. 1-4-801(1)]</li> <li>▪ Name of the political party that the candidate represents. [C.R.S. 1-4-801(1)]</li> </ul>	<ul style="list-style-type: none"> <li>▪ Name and address of candidate. [C.R.S. 1-4-802(1)(a)]</li> <li>▪ Name of the minor political party that the candidate represents. [C.R.S. 1-4-802(1)(a)]</li> </ul>	<ul style="list-style-type: none"> <li>▪ Name and address of candidate. [C.R.S. 1-4-802(1)(a)]</li> <li>▪ Designate in not more than three (3) words the political or other name selected by the signers to identify an unaffiliated candidate. No name of any political party shall be used, in whole or in part, to identify an unaffiliated candidate. [C.R.S. 1-4-802(1)(a)]</li> </ul>
<b>Format Requirements</b>	<ul style="list-style-type: none"> <li>▪ Prior to circulating a candidate petition, the petition format must be approved by the Montrose County Clerk &amp; Recorder. [C.R.S. 1-4-903] [C.R.S. 1-4-907]</li> <li>▪ The Clerk &amp; Recorder must approve or disapprove of the petition format by the close of the second business day following the submission of the proposed petition. [C.R.S. 1-4-903]</li> <li>▪ The Secretary of State's office has sample petition formats for review on their website.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prior to circulating a candidate petition, the petition format must be approved by the Montrose County Clerk &amp; Recorder. [C.R.S. 1-4-903] [C.R.S. 1-4-907]</li> <li>▪ The Clerk &amp; Recorder must approve or disapprove of the petition format by the close of the second business day following the submission of the proposed petition. [C.R.S. 1-4-903]</li> <li>▪ The Secretary of State's office has sample petition formats for review on their website.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prior to circulating a candidate petition, the petition format must be approved by the Montrose County Clerk &amp; Recorder. [C.R.S. 1-4-903] [C.R.S. 1-4-907]</li> <li>▪ The Clerk &amp; Recorder must approve or disapprove of the petition format by the close of the second business day following the submission of the proposed petition. [C.R.S. 1-4-903]</li> <li>▪ The Secretary of State's office has sample petition formats for review on their website.</li> </ul>

	Major Party	Minor Party	Unaffiliated
<b>Signature Requirements</b>	<ul style="list-style-type: none"> <li>▪ Candidate must collect the lesser of 1000 signatures or 10% of the votes cast in the previous 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. [C.R.S. 1-4-801(2)(a)]</li> <li>▪ Petition must be signed by eligible electors within the political subdivision for which the officer is to be elected. [C.R.S. 1-4-801(2)(a)]</li> <li>▪ Signers of the petition must be affiliated with the major political party named in the petition for at least twenty-nine (29) days prior to signing the petition. [C.R.S. 1-4-904(2)(a)]</li> <li>▪ Signers must not have signed any other petition for any other candidate for the same office. [C.R.S. 1-4-904(2)(a)]</li> </ul>	<ul style="list-style-type: none"> <li>▪ Shall be signed by eligible electors residing within the political subdivision in which the officer is to be elected. [C.R.S. 1-4-802(1)(c)]</li> <li>▪ Number of required signatures shall be the lesser of 1000 or 2% of the votes cast for all candidates for that office in the most recent General Election. [C.R.S. 1-4-802(1)(c)(VII)]</li> <li>▪ Signers must not have signed any other petition for any other candidate for the same office. [C.R.S. 1-4-904(2)(b)]</li> </ul>	<ul style="list-style-type: none"> <li>▪ Shall be signed by eligible electors residing within the political subdivision in which the officer is to be elected. [C.R.S. 1-4-802(1)(c)]</li> <li>▪ Number of required signatures shall be the lesser of 1000 or 2% of the votes cast for all candidates for that office in the most recent General Election. [C.R.S. 1-4-802(1)(c)(VII)]</li> <li>▪ Signers must not have signed any other petition for any other candidate for the same office. [C.R.S. 1-4-904(2)(b)]</li> </ul>
<b>Requirements for Petition Circulators:</b>	<ul style="list-style-type: none"> <li>▪ Citizen of the United States, at least 18 years of age, registered to vote, and affiliated with the political party mentioned in the petition at the time the petition is circulated. [C.R.S. 1-4-905(1)]</li> </ul>	<ul style="list-style-type: none"> <li>▪ Citizen of the United States, at least 18 years of age, registered to vote, and affiliated with the political party mentioned in the petition at the time the petition is circulated. [C.R.S. 1-4-905(1)]</li> </ul>	<ul style="list-style-type: none"> <li>▪ Citizen of the United States, at least 18 years of age, and registered to vote. [C.R.S. 1-4-905(1)]</li> </ul>



	Major Party	Minor Party	Unaffiliated
<p><b>Additional Information</b></p>	<ul style="list-style-type: none"> <li>▪ No person shall be placed in nomination by petition on behalf of any political party unless the person was affiliated with the political party no later than the first business day of the January immediately preceding the election for which the person desires to be placed in nomination. [C.R.S. 1-4-801(3)]</li> <li>▪ No person who attempted and failed to receive at least 10% of the votes for the nomination of a political party assembly for a particular office shall be placed in nomination by petition on behalf of the political party for the same office. [C.R.S. 1-4-801(4)]</li> <li>▪ Party petitions shall not be circulated nor any signatures be obtained prior to the third Tuesday in January. [C.R.S. 1-4-801(5)]</li> <li>▪ Petitions must be filed no later than the third Tuesday in March. [C.R.S. 1-4-801(5)]</li> <li>▪ Candidates by petition for any particular office shall follow assembly candidates and shall be placed on the Primary Election ballot in an order established by lot. [C.R.S. 1-4-103]</li> <li>▪ Petitions for county offices are filed with the County Clerk &amp; Recorder. [C.R.S. 1-4-907]</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minor political party candidates may go on the Primary Election ballot by assembly or petition and the General Election ballot by petition. [C.R.S. 1-4-1304(1) &amp; 1-4-1304(1.5)(a)(b)]</li> <li>▪ If only one candidate is designated by the assembly or petition they will be that party's candidate in the General Election. [C.R.S. 1-4-1304(1.5)(d)]</li> <li>▪ No petition to nominate a minor political party candidate shall be circulated nor any signatures obtained thereon earlier than the first Monday in February in the General Election year. [C.R.S. 1-4-802(1)(d)(II)]</li> <li>▪ Petitions to nominate candidates of minor political parties shall be filed no later than the third Tuesday in March. [C.R.S. 1-4-801(5)]</li> <li>▪ No person shall be placed in nomination by petition unless the person is an eligible elector of the political subdivision or district in which the officer is to be elected and was registered as affiliated with a minor political party no later than the first business day of the January immediately preceding the General Election for which the person desires to be placed in nomination. [C.R.S. 1-4-802(g)(II)]</li> <li>▪ Petitions for county offices are filed with the County Clerk &amp; Recorder. [C.R.S. 1-4-907]</li> </ul>	<ul style="list-style-type: none"> <li>▪ No petition to nominate an unaffiliated candidate shall be circulated or any signatures obtained thereon earlier than 173 days before the General Election. [C.R.S. 1-4-802(1)(d)(I)]</li> <li>▪ Petitions for unaffiliated candidates shall be filed no later than 3:00 p.m. on the 117<sup>th</sup> day before the General Election. [C.R.S. 1-4-802(1)(f)(I)]</li> <li>▪ No person shall be placed in nomination by petition unless the person is an eligible elector of the political subdivision or district in which the officer is to be elected and was registered as unaffiliated no later than the first business day of the January immediately preceding the General Election for which the person desires to be placed in nomination. [C.R.S. 1-4-802(g)(II)]</li> <li>▪ Petitions for county offices are filed with the County Clerk &amp; Recorder. [C.R.S. 1-4-907]</li> </ul>

## Major Party Signatures Required for 2020 Primary Election

Office	Party	Total Party Votes Cast	Election	Percent of Signatures	Number of Signatures
Commissioner District 1	Republican	4031	2016 Primary	Lesser of 1000 or 10% =	403
Commissioner District 1	Democratic	1213	2016 Primary	Lesser of 1000 or 10% =	121
Commissioner District 3	Republican	4853	2016 Primary	Lesser of 1000 or 10% =	485
Commissioner District 3	Democratic	1234	2016 Primary	Lesser of 1000 or 10% =	123

## Minor Party or Unaffiliated Signatures Required for 2020 General Election

Office	Total Votes Cast	Election	Percent of Signatures	Number of Signatures
Commissioner District 1	20243	2016 General	Lesser of 1000 or 2% =	405
Commissioner District 3	20279	2016 General	Lesser of 1000 or 2% =	406

## Certificate of Designation by Write-In

A write-in candidate is a candidate whose name does not appear on the ballot, but for whom voters may nonetheless vote for by writing in the person's name (provided that the write-in candidate has been properly designated to the ballot).

- A person who wishes to be a write-in candidate for an office shall file an affidavit of intent stating that he or she desires the office and is qualified to assume the duties, if elected. [C.R.S. 1-4-1101(1)]
- Any person who wishes to be a write-in candidate must file an affidavit of intent with the County Clerk & Recorder by the 67<sup>th</sup> day before a Primary Election or by the 110<sup>th</sup> day before any other election. [C.R.S. 1-4-1102(1)]

## RUNNING FOR MUNICIPAL OFFICE

If you are considering running for municipal office, you should contact the municipal clerk's office in the city/town where you live. You will file any assembly documents, petitions, or write-in affidavit through their office. This municipality/town will then coordinate with the Montrose County Clerk & Recorder's office to place your name on the ballot.

City/Town	Phone	Address	City	Zip	Website
City of Montrose	970-240-1430	433 S. 1 <sup>st</sup> Street	Montrose	81401	<a href="http://cityofmontrose.org">cityofmontrose.org</a>
Town of Olathe	970-323-5601	419 Horton Avenue	Olathe	81425	<a href="http://townofolathe.org">townofolathe.org</a>
Town of Naturita	970-865-2286	222 E. Main Street	Naturita	81422	<a href="http://townofnaturita.com">townofnaturita.com</a>
Town of Nucla	970-864-7351	320 Main Street	Nucla	81424	<a href="http://colorado.gov/nucla">colorado.gov/nucla</a>

## RUNNING FOR SCHOOL BOARD OFFICE

If you are considering running for School Board, you should contact the school district and ask for their designated election official. You will file any assembly documents, petitions, or write-in affidavit through their office. This school district will then coordinate with the Montrose County Clerk & Recorder's office to place your name on the ballot.

City/Town	Phone	Address	City	Zip	Website
Montrose School District	970-252-7902	930 Colorado Ave.	Montrose	81401	<a href="http://mcsd.org">mcsd.org</a>
West End School District	970-864-7350	225 W 4 <sup>th</sup> Avenue	Nucla	81424	<a href="http://westendschools.org">westendschools.org</a>
Norwood School District	970-327-4336	1225 W. Summit Ave.	Norwood	81423	<a href="http://norwoodk12.org">norwoodk12.org</a>
Delta School District	970-874-4438	7655 2075 Road	Delta	81416	<a href="http://deltaschools.com">deltaschools.com</a>

## RUNNING FOR SPECIAL DISTRICT BOARD

If you are considering running for a Special District Board, you should contact the special district and ask for their designated election official. You will file any assembly documents, petitions, or write-in affidavit through their office. This entity may conduct its own election or coordinate with the Montrose County Clerk & Recorder's office to place your name on the ballot. There are 49 special districts in Montrose County. For information about these special districts, please contact the Colorado Department of Local Affairs at 303-864-7720 or visit <https://dola.colorado.gov/special-districts>

## RUNNING FOR STATE OFFICE

If you are considering running for a statewide office, such as Governor, Secretary of State, Treasurer, or Attorney General, for a House or Senate office in the Colorado General Assembly, or for a District Attorney seat, please contact the Colorado Secretary of State and your statewide political party.

- Colorado Secretary of State  
Website: [www.sos.state.co.us/pubs/elections/Candidates/CandidateHome.html](http://www.sos.state.co.us/pubs/elections/Candidates/CandidateHome.html)  
Phone: 303-894-2200
- Colorado Political Parties: see page 11 for contact information

## WITHDRAWAL PROCESS

If you wish to withdraw your candidacy, the correct procedure depends upon your status on the ballot.

- If you have already been designated or nominated to the ballot by party assembly or by petition and wish to withdraw your candidacy, you may submit a signed and notarized **Statement of Withdrawal Form** to the designated election official. If the form is not filed in time for your name to be taken off the ballot, the election will proceed and any votes cast for you will be deemed invalid and will not be counted. The Statement of Withdrawal Form may be found on the Montrose County Elections website at [www.montrosecounty.net/Elections](http://www.montrosecounty.net/Elections).
- If you are a candidate but have not yet been designated or nominated to the ballot and wish to withdraw your candidacy, you may submit a **signed letter of withdrawal** to the designated election official. The designated election official for county elected offices is the Montrose County Clerk & Recorder. If you are running for municipal, school board, or special district office, please submit your withdrawal letter to the designated election official for that jurisdiction.

## POLITICAL PARTY CONTACT INFORMATION

Political Party	Website	Phone Number
Montrose Democratic Party	<a href="http://www.montrosedemocrats.org">www.montrosedemocrats.org</a>	970-275-0190
Montrose Republican Party	<a href="http://www.montrosegop.org">www.montrosegop.org</a>	970-209-8173
Colorado Democratic Party	<a href="http://www.coloradodems.org">www.coloradodems.org</a>	303-623-4762
Colorado Republican Party	<a href="http://www.cologop.org">www.cologop.org</a>	303-758-3333
American Constitution Party	<a href="http://www.americanconstitutionparty.com">www.americanconstitutionparty.com</a>	720-722-4ACP
Green Party of Colorado	<a href="http://www.coloradogreenparty.org">www.coloradogreenparty.org</a>	970-515-9886
Libertarian Party of Colorado	<a href="http://www.lpcolorado.org">www.lpcolorado.org</a>	303-387-9393

## CANDIDATE FORMS

Candidate forms are available at [www.montrosecounty.net/Elections](http://www.montrosecounty.net/Elections) or by contacting Montrose County Elections Office at 970-249-3362 Ext 3, emailing [elections@montrosecounty.net](mailto:elections@montrosecounty.net), or in-person at 320 S. 1<sup>st</sup> Street, Room 103, Montrose.

### File with Montrose County Elections

#### Certificate of Designation by Party Assembly

- Political Party Certificate of Designation by Assembly
- Candidate Acceptance of Designation

## CANDIDATE FORMS *(CONTINUED)*

### Certificate of Designation by Petition

- Major Political Party Designation Petition
- Minor Political Party Designation Petition
- Unaffiliated Candidate General Election Designation Petition
- Candidate Acceptance of Petition Nomination

### Certificate of Designation by Write-In

- Affidavit of Intent for Write-In Designation

### File with Colorado Secretary of State: [www.sos.state.co.us](http://www.sos.state.co.us)

- Candidate Affidavit
- Committee Registration
- Campaign Finance Documents

## FREQUENTLY ASKED QUESTIONS

### • ***Where can I find candidate forms?***

Candidate forms are available at [www.montrosecounty.net/Elections](http://www.montrosecounty.net/Elections) or by contacting Montrose County Elections Department at 970-249-3362 Ext 3, emailing [elections@montrosecounty.net](mailto:elections@montrosecounty.net), or in person at 320 S. 1<sup>st</sup> Street, Room 103, Montrose.

### • ***Where do I file my candidate paperwork for County Office?***

The following forms are available at [www.montrosecounty.net/Elections](http://www.montrosecounty.net/Elections) and will need to be filed with the Montrose County Elections Department.

- Certificate of Designation by Assembly (provided by the political party at the assembly)
- Candidate Acceptance of Nomination by Designation (provided by the political party at the assembly)
- Major Party, Minor Party, or Unaffiliated Designation Petition Forms (provided by the County)
- Candidate Acceptance of Nomination by Petition (provided by the County)
- Affidavit of Intent for Write-In (provided by the County)

The following forms are available at <http://tracer.sos.colorado.gov/PublicSite/homepage.aspx> and will need to be filed electronically with the Secretary of State at [www.sos.state.co.us](http://www.sos.state.co.us)

- Candidate Affidavit
- Campaign Finance Forms
- Committee Registration

### • ***When do I file my petition and certificate of designation for County office?***

Please refer to the current year Election Calendar on the Secretary of State's website for important dates relating to your candidacy. Visit [www.sos.state.co.us](http://www.sos.state.co.us), click on "Elections" then "Election Information".

## FREQUENTLY ASKED QUESTIONS *(CONTINUED)*

- ***When do I file my campaign finance paperwork?***

Please refer to the filing calendar at [www.sos.state.co.us](http://www.sos.state.co.us), click on “Elections” then “Campaign Finance”.

- ***How do I verify my status and affiliation as a registered voter?***

You may review your voter registration at [www.govotecolorado.gov](http://www.govotecolorado.gov), click on “Find my registration.” You may also call the Montrose County Elections Department at 970-249-3362 Ext 3 to verify your registration status, affiliation, and affiliation date.

- ***Who do I contact with questions about running for County elected office?***

Please contact the Montrose County Elections Department at 970-249-3362 Ext 3 Monday through Friday, 8:30 a.m. to 4:30 p.m. or by email to [elections@montrosecounty.net](mailto:elections@montrosecounty.net).

- ***How can I find out who the other candidates are?***

You can visit the Secretary of State website at [tracer.sos.colorado.gov](http://tracer.sos.colorado.gov), and go to “Search Database” then “Candidate Search.” This option allows you to search by several different options. In order to search for a candidate, click on “Candidate Search” then enter the following information: Last Name, First Name, Party, Election Year, Jurisdiction, Office, District, Status.

- ***Where can I find results on Election night?***

Unofficial election results are posted beginning around 7:30 p.m. on Election night at [www.montrosecounty.net/Elections](http://www.montrosecounty.net/Elections).